



RELATIONAL SUPPLY (RSUPPLY)  
SUPPORT PROCEDURES  
USER'S MANUAL

FOURTH DRAFT

RSUPPLY

FINANCIAL MANAGEMENT AND QUERY MANAGEMENT

CONTENTS:

VOLUME V: FINANCIAL MANAGEMENT

VOLUME VI: QUERY MANAGEMENT



# RSUPPLY SUPPORT PROCEDURES USER'S MANUAL (RS-SPUM)

## VOLUME V: FINANCIAL SUBSYSTEM

### A. INTRODUCTION

1. **General.** The Financial Management Function in RSupply matches various codes from supply documents to data in validation tables. It also posts data to financial records and produces financial reports and listings. RSupply includes tools that help reconcile material and financial transactions with various budget reports. In addition, it reconciles financial adjustments and posting with supporting shore installations. Other features allow administrators and users to accomplish the following actions:
  - a. Maintain site information (for example: unit identifiers, addresses, and work centers).
  - b. Manage user roles and responsibilities and access to RSupply functions.
  - c. Customize RSupply to provide personnel with easy access to the functions they use the most.
  - d. Prepare, print, and schedule standard and ad-hoc reports.
2. **Personnel Responsibilities.** The duties and responsibilities of the Financial Recordskeeper is vitally important to the proper operation of RSupply at automated activities. (These include tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and Marine air groups). The Financial Recordskeeper must understand both operating-target (OPTAR) and Navy Working Capital Fund (NWCF) accounting. Type commanders issue separate operating targets for the operation and maintenance of an activity, for the repair of other vessels (tenders and repair ships only), and for flight operations (aviation only). Personnel will administer and report on these operating targets in accordance with the Financial Management of Resources Operating Procedures for Operating Forces (NAVSO P-3013). Administer and report on the NWCF in accordance with various NAVSUP and NAVCOMPT manuals. The Financial Recordskeeper must recognize that operating target funds are separate from the NWCF; but that there is a relationship between the two that requires understanding.



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3. **To Access the Financial Subsystem.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the IT21 Unclassified Workstation Screen, select the NTCSS II Option (icon).
  - b. **Step 2.** On the NTCSS II Desktop Window, select the RSupply Option that appears at the bottom of the screen.
  - c. **Step 3.** On the RSupply Screen, select the RSupply Option (icon). The Relational Supply Screen will appear.
  - d. **Step 4.** On the Relational Supply Main Menu, select the Financial (Fin) Option. The Financial Submenu provides the following options:
    - (1) Grants Management,
    - (2) Budgets Management,
    - (3) Reconciliations,
    - (4) Management.

## B. GRANTS MANAGEMENT OPTION

1. **General.** This option allows you to distribute the funds you received from type commanders to individual units to cover the costs of day-to-day operations. The system stores these OPTAR grants by budget for the current fiscal year, the first prior fiscal year, and the second prior fiscal year. In RSupply, grants introduced can be of the following types:
  - a. S&E maintenance,
  - b. S&E consumable,
  - c. S&E ROV,
  - d. AOM,
  - e. Flight Operations by UIC of squadron receiving the funds,
  - f. Reimbursable by reimbursable code assigned with funds.

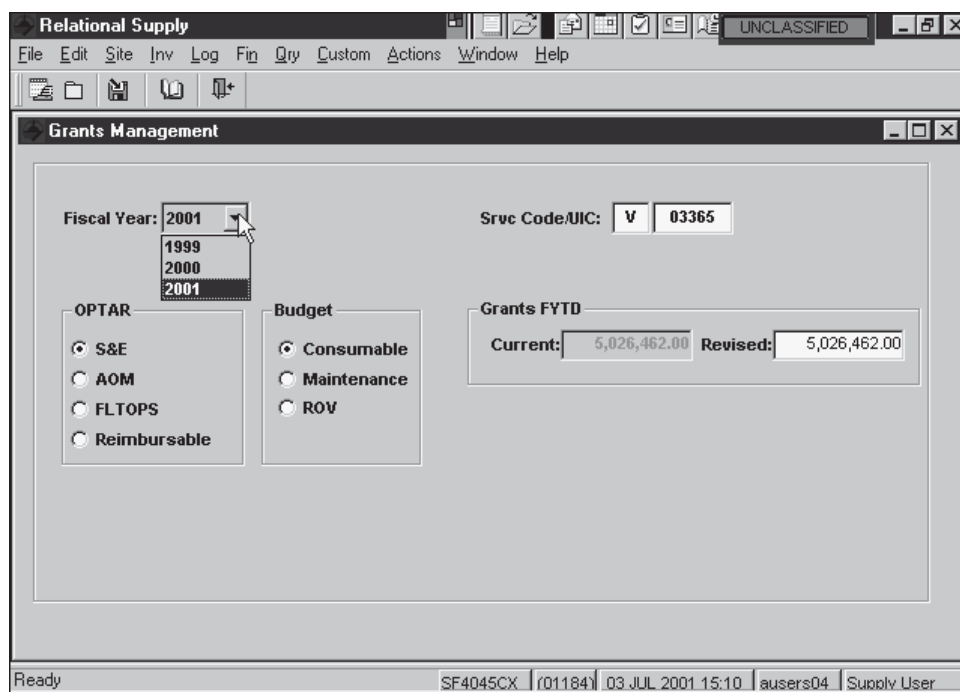
Upon receipt, enter grants to the system as grant figures appear on financial reports and upline reports.



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**2. To Access the Grants Management Option.** The step-by-step procedures for this process are as follows:

**a. Step 1.** On the Financial Submenu, select the Grants Management Option.



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**b. Step 2.** On the Grants Management Screen, default values will appear in the Fiscal Year Data Block and in the Service Designator (Svc. Code) and UIC Data Block. (If you wish to change the fiscal year, select the down arrow next to the Fiscal Year Data Block and then select the appropriate fiscal year from the list that appears.)

**c. Step 3.** Select one of the following options from the OPTAR Group Box:

- (1) **Supplies and Equipage (S&E).** This option allows you to issue funds to the supplies and equipage OPTAR.
- (2) **Aviation Operation Maintenance (AOM).** This option allows you to issue funds to the aviation operation maintenance OPTAR.

(3) **Flight Operations (FltOps).** This option allows you to issue funds to the flight operations OPTAR.

(4) **Reimbursable.** This option allows you to issue funds to the reimbursable OPTAR.

d. **Step 4.** If applicable, select one of the following options from the Budget Group Box (USID C):

(1) **Consumable.** This option allows you to revise the amount of grants for consumable material.

(2) **Maintenance.** This option allows you to revise the amount of grants for maintenance material.

(3) **ROV.** This option allows you to revise the amount of grants for repair of other vessels.

e. **Step 5.** Enter the corrected value to the Revised Data Block in the Grants FYTD Group Box.

f. **Step 6.** Select the Apply Option from the Icon Menu Bar to finalize this process.

g. **Step 7.** Select the Close Screen Option to exit from this process.

**NOTE:** This procedure changes the total amount of grants. However, the system does not add or subtract the value you enter to or from the current value of grants.

### 3. Other Information.

a. **Allocation.** The Supply Officer uses RSupply to allocate S and E EMRM and S and E *other* funds to the ship's departments at the time of posting the overall grant.

(1) **Responsibility.** It is your responsibility to ensure that the sum of all the allocation transactions that posted against fund code **\_B** or **\_R** is equal to the total of the EMRM funds that the TYCOM allocated to your ship.

(2) **Fund Code Indicator.** These grant allocations will not process unless the CSR record contains not only a supply ID code but also a fund code indicator that verifies the system will use the fund code you entered.

(3) **Squadron Funds.** The Supply Officer will allocate grants to squadrons for flight operations funds directly to the squadron's UIC, not the ship's UIC. This applies to all accounts except for the CO's funds.

(4) **CID.** Instead of a CSR validation, the system compares the supply ID code to the CID. For this function (but not other functions that access the CID), the record must cite the fund codes that the supply ID code authorizes it to use.

- b. **Fund Allocation.** The result of each screen transmit is a DI X50 transaction, which the system writes to the Financial Transaction Ledger.
- c. **Unfunded Requirements.** Another aspect of budgeting is the identification of material deficiencies or unfunded requirements. After manually listing these requirements, submit the list to the TYCOM Comptroller by 31 January.
- d. **Unbudgeted Funds.** The supply Officer does not actually budget the following:
  - (1) **Aviation Maintenance Funds.** The balance of AOM, IMRL, ADP, or EAF and MATC allocations is available to all units.
  - (2) **Aviation Squadron Flight Operations Funds.** These funds are available only at the squadron level (the grant is the budgeted amount).
  - (3) **Reimbursable and ROV Funds.** These funds are not available beyond the benefiting-UIC level.
  - (4) **Funding.** Personnel on an afloat unit cannot provide supplies to customers without having funds at the fund-code level of authority. In accordance with established policy, unit personnel cannot provide supplies unless there are sufficient funds available.
  - (5) **Tracking Accounts.** You may be tasked with keeping track of accounts on multiple levels. This requires that you set up an appropriation file record for each account and apply increases in OPTAR funding to the appropriate individual account. The link between individual transactions and an account is the fund code.
  - (6) **OPTAR Increases.** All of the following will increase OPTAR balances throughout the 36-month life of the account:
    - (a) Allocations from the TYCOM,
    - (b) SFOEDL credits from STARS-FL,
    - (c) Reversal of an issue within 90 days of posting it,
    - (d) *Sales* of end-use 7\_ Cog assets from an end-use account to NWCF (transfer to a nonsupported unit),
    - (e) Cancellation of DTO requisitions with odd-numbered Cogs.
  - (7) **Dividing Grant Funds.** SUADPS-RT prevents you from posting a TYCOM grant designated for the S and E EMRM (as an example) to an account that has that name. Instead, you must divide the grant among applicable divisions and departments. The sum of these multiple postings will be equal to the entire grant for S and E EMRM.

- (8) **Ensuring Agreement.** Obtaining funds is not a behind-the-scenes activity for an afloat supply department. Departmental personnel will generate and maintain multiple manual files to ensure that SUADPS-RT records are in agreement with shore records.

#### 4. OPTAR Credits.

- a. **Methods of Reporting.** There are two methods that SUADPS-RT uses to report pending credits to you. Potentially, these credits are guaranteed increases to the OPTAR. However, instead of the SUADPS-RT credit-generating process immediately increasing the available balance, it submits the credit to STARS-FL. The credit will return to you on a subsequent SFOEDL.
- b. **Issue Reversal.** One method of creating pending credits occurs when you reverse an issue (DI X31). If the issue posted 90 or more days ago, submit a de-obligation document on a transmittal to STARS-FL for the credit. At the same time, you must submit an expenditure reversal document on the Monthly NC Form 2074 Report (Report 06) to STARS-FL. After STARS-FL matches the two documents, the credit will post to the unit's SFOEDL.

#### 5. Increase OPTAR Balance.

- a. **Actions Affecting the Balance.** The five actions that directly increase the OPTAR balance (funds available) are as follows:
- (1) Interactively posting a grant that the TYCOM Comptroller provides.
  - (2) Automatically generating credits when posting the cancellation of a requisition for DTO material that has a Cog beginning with an odd number.
  - (3) Interactively posting a SFOEDL credit.
  - (4) Interactively or batch processing an issue to a customer (DI X31) within 90 days of posting the issue.
- b. **Grant Categories.** The TYCOM Comptroller provides grants as spending ceilings within the following categories:
- (1) S and E for equipment-maintenance-related material (EMRM) and for other;
  - (2) AOM for 7\_ Cog material and for non-7\_ Cog material;
  - (3) EAF/MATCS and IMRL;
  - (4) Flight operations for fuel and for flight equipment;



- (5) ROV for EMRM and for other;
- (6) Reimbursable for repair parts and for other.
- c. **Timetable.** The comptroller provides grants quarterly, as a minimum, but may augment or decrease your grants throughout the year.
- d. **Grants Folder.** Ship's personnel must maintain a *grants folder* that contains all the message traffic, SALTS-grams, and correspondence that applies to grants. In theory, grants for a particular OPTAR are for a single fiscal year, but there may be movement of allocations from and to the ship after the fiscal year ends.
- e. **Requesting Funds.** When OPTAR augmentation is required, request additional funds with full justification as outlined by TYCOM instruction. This is a manual process that you only use when an *unusual requirement that is beyond your control and not within your experience or planning capability* occurs. The term *unusual requirements* generally refers to the allocation of an insufficient amount of money to fund operations.
- f. **Cancellations.** When you cancel a DTO requisition, the system immediately credits the account from which obligation funds originated. The credit will be for the same amount as on the original obligation minus any de-obligations that you already reported.
- g. **SFOEDL.** Credits from a SFOEDL increase the overall balance of the OPTAR and are cumulatively reported in column 23 of the BOR.

## C. BUDGETS MANAGEMENT OPTION

1. **General.** This option allows you to review the budget departmental and summary status information. It also provides you with the ability to allocate funds by department for the current fiscal year. Finally, it provides you with the capability to print the budget that appears on the screen.

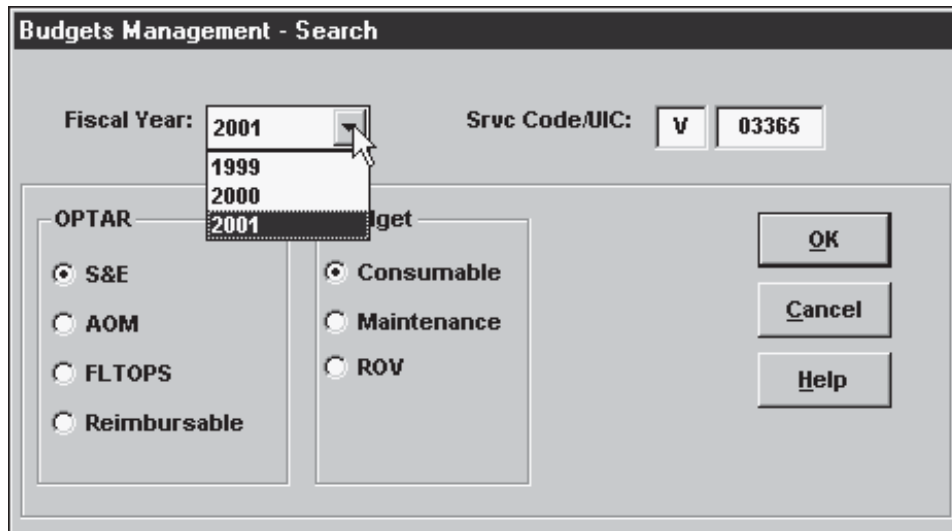


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**NOTE:** This option is for use primarily by the Supply Officer and other authorized personnel.

2. **To Select and Review a Budget.** The step-by-step procedures for this process are as follows:

- a. **Step 1.** On the Financial Submenu, select the Budgets Management Option.



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- b. **Step 2.** On the Budgets Management – Search Screen, default values will appear in the Fiscal Year Data Block and in the Service Designator (Svc. Code) and UIC Data Block. (If you wish to change the fiscal year, select the down arrow that appears next to the Fiscal Year Data Block and then select a fiscal year from the list that appears.)

- c. **Step 3.** Select one of the following options from the OPTAR Group Box:
- (1) **Supplies and Equipage (S&E).** This option allows you to select to view OPTAR budget data for supplies and equipage.
  - (2) **Aviation Operations Maintenance (AOM).** This option allows you to view OPTAR budget data for aviation operation maintenance.
  - (3) **Flight Operations (FltOps).** This option allows you to view OPTAR budget data for flight operations.
  - (4) **Reimbursable.** This option allows you to view OPTAR budget data for reimbursable material.
- d. **Step 4.** If applicable, select one of the following options from the Budget Group Box (USID C):
- (1) **Consumable.** This option allows you to revise the amount of grants for consumable material.
  - (2) **Maintenance.** This option allows you to revise the amount of grants for maintenance material.
  - (3) **ROV.** This option allows you to revise the amount of grants for ROV material.
- e. **Step 5.** Select the OK Option to continue.

The screenshot shows the 'Relational Supply' application window with the 'Budgets Management' sub-window. The 'Funding Distribution' tab is selected. The screen displays a table with columns: Dept, Div, Allocation, Obligation, Issue, Difference, and Balance. The data is as follows:

Dept	Div	Allocation	Obligation	Issue	Difference	Balance
A	57	.00	2.09	115.30	.00	-117.39
A	59	.00	.00	.00	.00	.00
A	A1	.00	.00	.00	.00	.00
A	A2	.00	.00	.00	.00	.00
C	C6	.00	.00	.00	.00	.00
D	C1	.00	.00	.00	.00	.00
E	50	.00	.00	20.00	.00	-20.00
E	51	.00	.00	.00	.00	.00
E	52	.00	.00	.00	.00	.00
E	53	.00	.00	.00	.00	.00

The status bar at the bottom shows: Ready, SF4015CA, /199239, 27\_AUG 1999 15:06, rsuoadm1, Supply Officer, and a taskbar with Start, NTCSS II Desktop, Relational Sup..., and Clip'nSave - C:\CLIPN... at 3:06 PM.

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- f. **Step 6.** On the Budgets Management Screen, ensure the Funding Distribution Option (tab) is enabled or select it to do so.

- g. **Step 7.** Select the line to which you wish to make changes and then select either the Increase Option or the Decrease Option in the Adjustment Data Block.
- h. **Step 8.** Enter the revised figure for that grant to the Money Value Data Block. This will increase or decrease the allocation amount.
- i. **Step 9.** Select the Apply Option from the Icon Menu Bar to finalize this process.
- j. **Step 10.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

**NOTE:** The procedure in the step above changes the total amount of grants. However, the system does not add or subtract the value you enter to or from the current value of grants.

Dept	Div	Current Allocation	Adjustment	Money Value	Revised Allocation
A	57	.00	Increase(+) Decrease(-)	.00	.00
A	59	.00	Increase(+) Decrease(-)	.00	.00
A	A1	.00	Increase(+) Decrease(-)	.00	.00
A	A2	.00	Increase(+) Decrease(-)	.00	.00
C	56	.00	Increase(+) Decrease(-)	.00	.00
D	C1	.00	Increase(+) Decrease(-)	.00	.00
E	50	.00	Increase(+) Decrease(-)	.00	.00
<b>Totals:</b>		.00		.00	.00

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Allocation	Obligation	Issue	Difference	Balance	
<b>Totals:</b>	.00	758.15	512.58	.00	-1,270.73

Reserved: .00      OPTAR Grant FYTD: .00

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**NOTE:** The Departmental Status Option (tab) allows you to view departmental budget status for the current fiscal year and for the two previous fiscal years. The Summary Option (tab) allows you to view summary status for the entire command for the current fiscal year and for the two previous fiscal years. These options only allow you to review data.

## D. RECONCILIATIONS OPTION

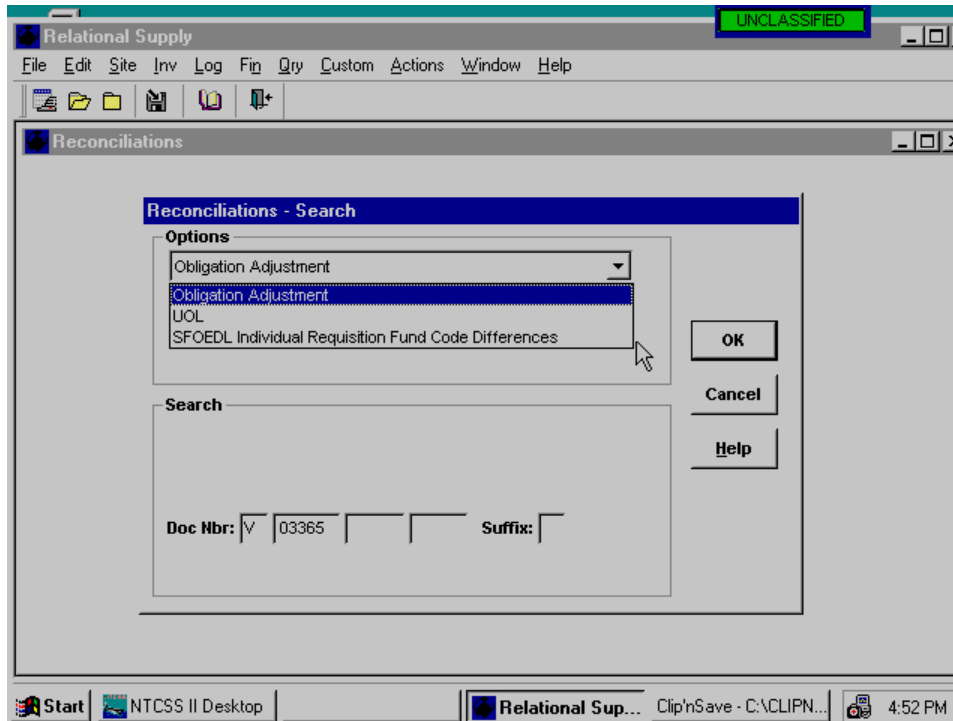
1. **General.** This option allows you to do all of the following:
  - a. Select the type of financial adjustment function you need to perform,
  - b. Make financial adjustments to requisitions,
  - c. Reconcile records with the UOL listing,
  - d. Investigate SFOEDL detail transactions,
  - e. Record Individual SFOEDL financial adjustments by document number,
  - f. Record SFOEDL summary adjustments by document number for a designated month, year, and fiscal year.



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2. **To Access the Reconciliations Option.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the Financial Submenu, select the Reconciliations Option.
  - b. **Step 2.** On the Reconciliations – Search Screen, select the down arrow next to the Options Data Block and then select one of the following options from the list that appears:
    - (1) Obligation Adjustment,
    - (2) UOL,
    - (3) SFOEDL Individual Requisition Differences.

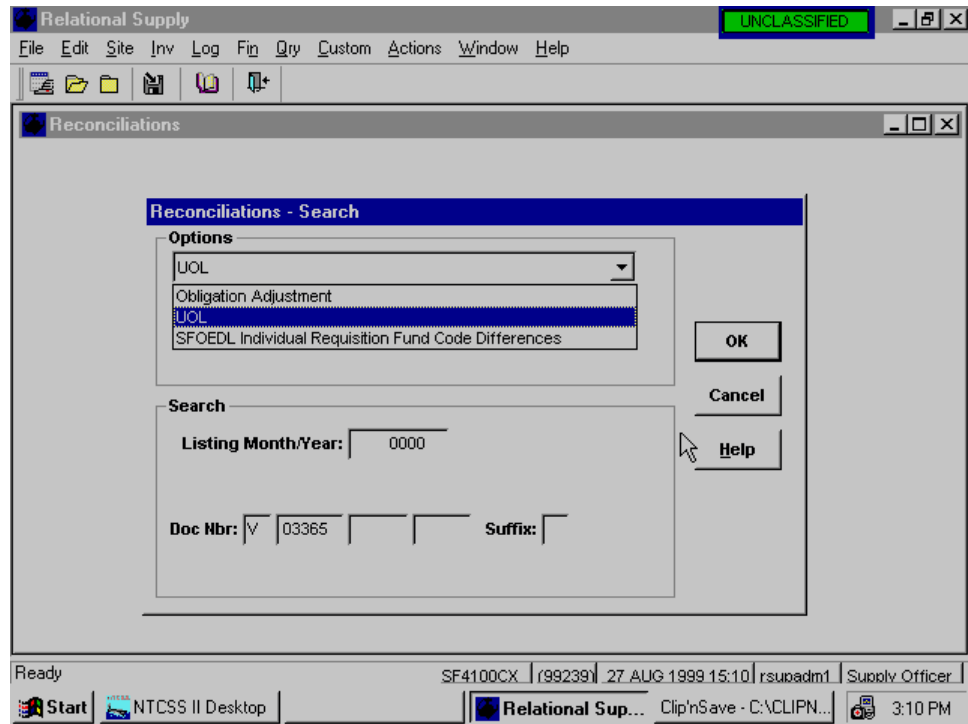
3. **Obligation Adjustment Option.** This option allows you to make financial adjustments to requisitions. Use this function on a requisition-by-requisition basis to increase or decrease the obligation (funds set aside to pay for requisitions of materials or services [or both]). The step-by-step procedures for this process are as follows:



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- a. **Step 1.** On the Reconciliations – Search Screen, select the Obligation Adjustment Option from the list in the Options Group Box.
- b. **Step 2.** Select the Reversal Option, if applicable, from the Options Group Box.
- c. **Step 3.** Enter the appropriate values to the Document Number (Doc. Nbr.) Data Block and to the Suffix Data Block in the Search Group Box.
- d. **Step 4.** Select the OK Option to continue.
- e. **Step 5.** On the Obligation Adjustment Screen, enter the value of the adjustment in the Difference Data Block.
- f. **Step 6.** Select whether you wish to make a debit adjustment or a credit adjustment.
- g. **Step 7.** Select the Apply Option from the Icon Menu Bar to finalize this process.

- h. Step 9.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- 4. UOL Option.** This option allows you to reconcile unit records to the Unfilled Order Listing you receive from the Fleet Financial Support Facility (FFSF). The step-by-step procedures for this process are as follows:



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- a. Step 1.** On the Reconciliations – Search Screen, select the UOL Option from the list in the Options Group Box.
- b. Step 2.** Select the Reversal Option, if applicable, from the Options Group Box.
- c. Step 3.** Enter the appropriate values to the Document Number (Doc. Nbr.) Data Block and to the Suffix Data Block in the Search Group Box.
- d. Step 4.** Select the OK Option to continue.
- e. Step 5.** On the UOL Screen, enter the value of the adjustment in the Difference Data Block.
- f. Step 6.** Select whether you wish top make a debit adjustment or a credit adjustment.





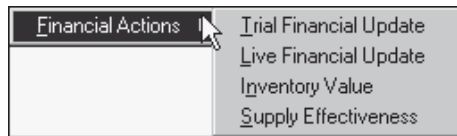
## E. MANAGEMENT OPTION

1. **General.** All of the processing steps in the Financial Management Subsystem contribute to the production of accurate financial and management reports. The report production process not only generates financial reports but also updates all financial tables so that they reflect all transaction processing that occurred during the reporting period. The process describes procedures for preparing financial reports and returns including requesting reports, reviewing and auditing them for accuracy, and submitting the returns.



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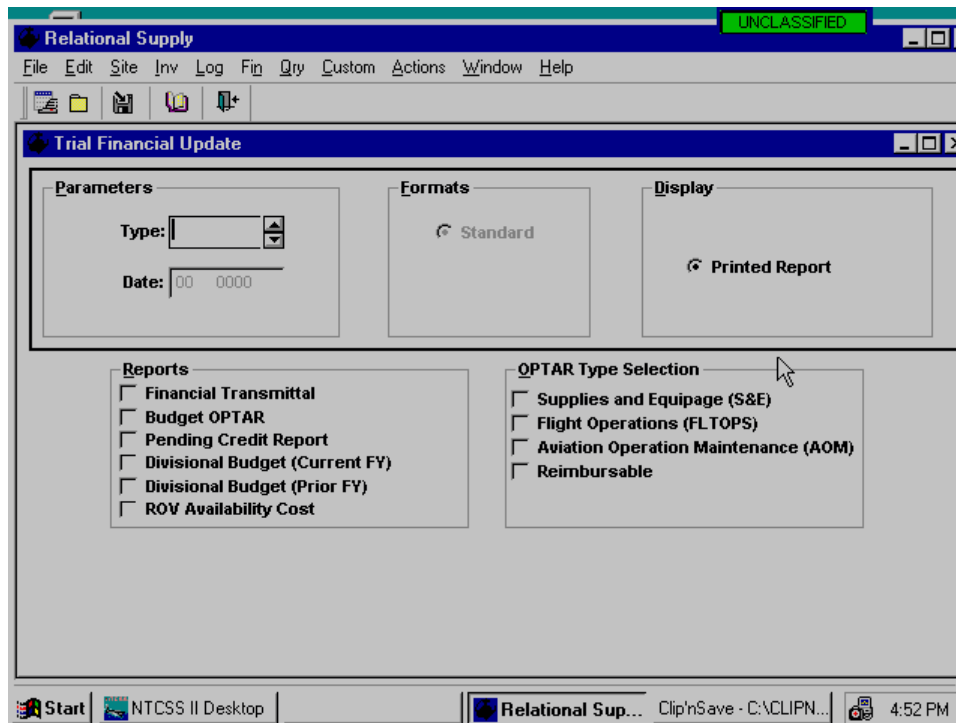
2. **To Access the Management Option.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** From the Financial Submenu, select the Management Option.
  - b. **Step 2.** From the Management Submenu, select the Financial Actions Option:
  - c. **Step 3.** From the Financial Actions Submenu, select one of the following options:
    - (1) Trial Financial Update,
    - (2) Live Financial Update,
    - (3) Inventory Value,
    - (4) Supply Effectiveness.



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3. **Trial Financial Update Option.** This option allows you to set up trial parameters. The step-by-step procedures for this process are as follows:

- a. **Step 1.** On the Financial Actions Submenu, select the Trial Financial Update Option.



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- b. **Step 2.** On the Trial Financial Update Screen, select the type of report (daily, monthly, or yearly) that you wish for this process from the Parameters Group Box.
- c. **Step 3.** Select the Printed Report Option (default setting) in the Display Group Box and then enter the number of copies you want.
- d. **Step 4.** Select one of the following options from the Reports Group Box:
  - (1) **Financial Transmittal.** This option allows you to select to generate a financial transmittal report for the current fiscal year. In this process, the system automatically selects daily, monthly, or yearly option.

**NOTE:** The Parameters Default Date is usually the current date. If you selected the Yearly Option above, the default date will be the date of the end of the fiscal year.

**NOTE:** The Standard Option in the Formats Group Box will appear selected depending on your daily, monthly, or yearly selection.

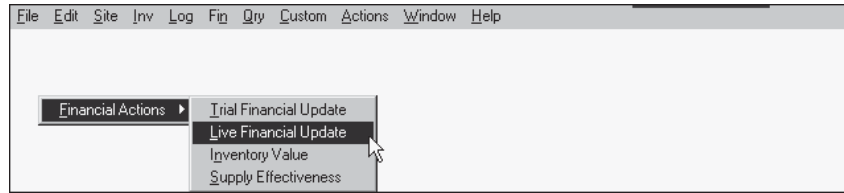
- (2) **Budget OPTAR.** This option allows you to select to generate financial transmittal reports and budget OPTAR reports for all fiscal years. In this process, the system automatically selects daily, monthly, or yearly option.
  - (3) **Pending Credit Report.** This option allows you to select to generate a report that identifies issue reversal transactions that are waiting for a money value credit from a previous obligation. In this process, the system automatically selects daily, monthly, or yearly option.
  - (4) **Divisional Budget (Current FY).** This option allows you to select to generate a report that identifies all requisition and issue-obligation transactions for each OPTAR type for the current fiscal year. In this process, the system automatically selects daily, monthly, or yearly option.
  - (5) **Divisional Budget (Prior FY).** This option allows you to select to generate a report that identifies all requisition and issue-obligation transactions for each OPTAR type for previous fiscal years. In this process, the system automatically selects daily, monthly, or yearly option.
  - (6) **ROV Availability Cost.** This option allows you to select to generate a report that identifies \_\_\_\_.
- e. **Step 6.** Select one of the following options from the OPTAR Type Selection Group Box:
- (1) **Supplies and Equipage (S&E).** This option allows you to select to include data from the S and E OPTAR in the update. This OPTAR contains funds that the Fleet Commander granted to the TYCOM to support the regular operating expenses of activities under its cognizance. In this process, the system automatically selects daily, monthly, or yearly option.
  - (2) **Flight Operations (FltOps).** This option allows you to select to include data from the FltOps OPTAR in the update. This OPTAR contains funds that the TYCOM issued to buy aircraft fuel, oil, lubricants, flight clothing, and other items that relate directly to flight operations. In this process, the system automatically selects daily, monthly, or yearly option.
  - (3) **Aviation Operation Maintenance (AOM).** This option allows you to select to include data from the AOM OPTAR in the update. This OPTAR contains funds that the TYCOM issued to buy parts and material for use by AIMD and supported squadrons to repair aircraft and aircraft components. In this process, the system automatically selects daily, monthly, or yearly option.

- (4) **Reimbursable.** This option allows you to select to include data from the reimbursable OPTAR in the update. This OPTAR contains funds for use in accomplishing work or providing services. In this process, the system automatically selects daily, monthly, or yearly option.

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- f. **Step 6.** Select (double click) the Period Ending Data Block from the BOR Input Data Group Box, if you selected the Budget OPTAR Option above. Then select a date for this process from the calendar that appears. This is a mandatory entry.
- g. **Step 7.** Enter BOR input data (if applicable) as follows:
- (1) **Current Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL (monthly or yearly only).
  - (2) **First Prior Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL (monthly or yearly only).
  - (3) **Second Prior Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL (monthly or yearly only).

- h. **Step 8.** Select the BOR General Data Option from the Icon Menu Bar if necessary. This will allow you to enter general TYCOM information.
- i. **Step 9.** The Batch Request Confirmation Screen appears, select the OK Option to continue.



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4. **Live Financial Update Option.** This option allows you to set up live parameters. The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the Financial Actions Submenu, select the Live Financial Update Option.
  - b. **Step 2.** On the Live Financial Update Screen, select the type of report (monthly or yearly) that you wish for this process from the Parameters Group Box.
  - c. **Step 3.** Enter the date that you wish to use to the Parameters Group Box. (The Parameters Default Date is usually the current date. If you selected the Yearly Option above, the default date will be the date of the end of the fiscal year.)
  - d. **Step 4.** Select one of the following report formats from the Formats Group Box.
    - (1) Standard,
    - (2) Message (default setting).
  - e. **Step 5.** Select the Printed Report Option (default setting) in the Display Group Box and then enter the number of copies you want.
  - f. **Step 6.** Select one of the following options from the Reports Group Box:
    - (1) **Financial Transmittal.** This option allows you to select to generate a financial transmittal report for the current fiscal year.
    - (2) **Budget OPTAR.** This option allows you to select to generate financial transmittal reports and budget OPTAR reports for all fiscal years.

- (3) **Pending Credit Report.** This option allows you to select to generate a report that identifies issue reversal transactions that are waiting for a money value credit from a previous obligation.
- (4) **Divisional Budget (Current FY).** This option allows you to select to generate a report that identifies all requisition and issue-obligation transactions for each OPTAR type for the current fiscal year.
- (5) **Divisional Budget (Prior FY).** This option allows you to select to generate a report that identifies all requisition and issue-obligation transactions for each OPTAR type for previous fiscal years.
- (6) **ROV Availability Cost.** This option allows you to select to generate a report that identifies \_\_\_\_\_.

g. **Step 7.** Select one of the following options from the OPTAR Type Selection Group Box:

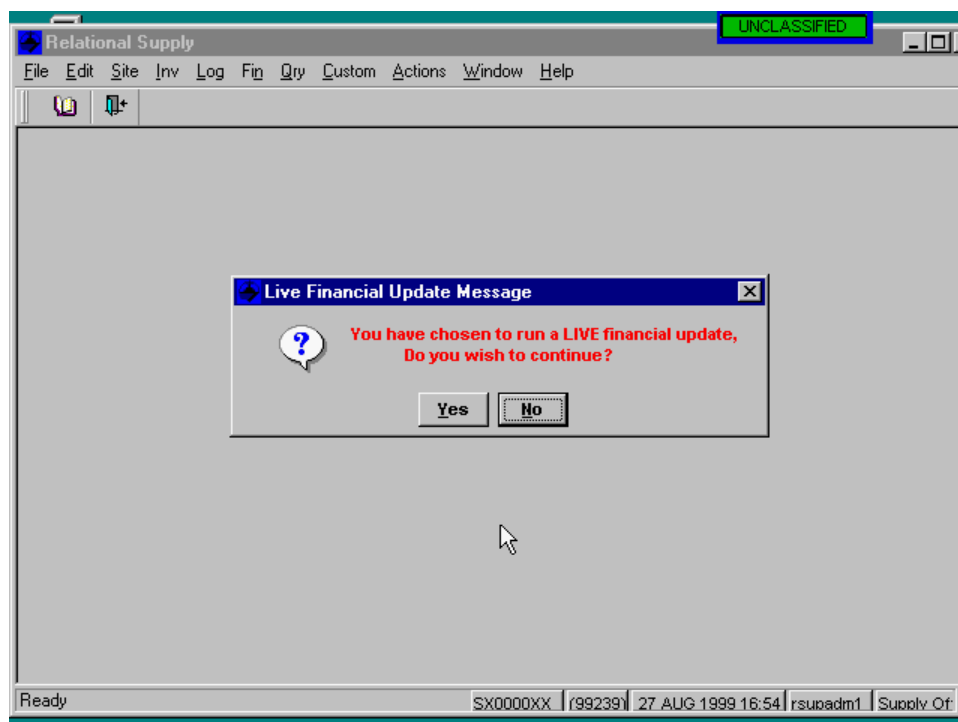
- (1) **Supplies and Equipage (S&E).** This option allows you to select to include data from the S and E OPTAR in the update. This OPTAR contains funds that the Fleet Commander granted to the TYCOM to support the regular operating expenses of activities under its cognizance.
- (2) **Flight Operations (FltOps).** This option allows you to select to include data from the FltOps OPTAR in the update. This OPTAR contains funds that the TYCOM issued to buy aircraft fuel, oil, lubricants, flight clothing, and other items that relate directly to flight operations.
- (3) **Aviation Operation Maintenance (AOM).** This option allows you to select to include data from the AOM OPTAR in the update. This OPTAR contains funds that the TYCOM issued to buy parts and material for use by AIMD and supported squadrons to repair aircraft and aircraft components.
- (4) **Reimbursable.** This option allows you to select to include data from the reimbursable OPTAR in the update. This OPTAR contains funds for use in accomplishing work or providing services.

h. **Step 8.** Select (double click) the Period Ending Data Block from the BOR Input Data Group Box, if you selected the Budget OPTAR Option above. Then select a date for this process from the calendar that appears. This is a mandatory entry.

i. **Step 9.** Enter BOR input data (if applicable) as follows:

- (1) **Current Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL.

- (2) **First Prior Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL.
  - (3) **Second Prior Process Date.** Select this option (double click) and then select a date from the calendar that appears for both UOL and SFOEDL.
- j. **Step 10.** Select the BOR General Data Option from the Icon Menu Bar if necessary. This will allow you to enter general TYCOM information.



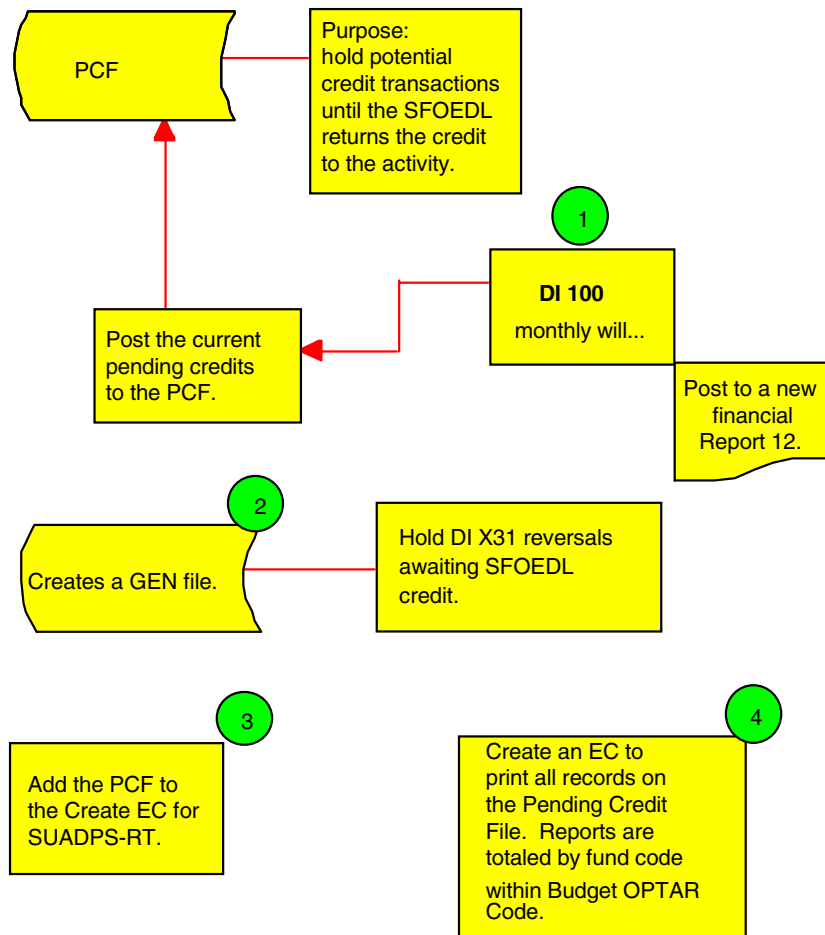
*finb024.pcx*

- k. **Step 11.** The Batch Request Confirmation Screen appears, select the OK Option to continue.
5. **Functional Changes.**
- a. **Financial Update.**
    - (1) **General.** The DI 100 process required modification to allow it to read the Pending Credit File (PCF) and create a record of pending credits to the appropriate budget OPTAR report. A total for these credits will appear on each budget OPTAR report.
    - (2) **Monthly NC Form 2074 Report for Charges or Credits.**
      - (a) The system posts every DD Form 1162 as a detailed record image to this report (Report 06).

- (b) If the original transaction had a suffix code, it will appear on the detailed record image (DD Form 1162).
  - (c) For requirements with an extended money value (EMV) greater than \$999,999.99, the system separates the transaction into multiple transactions that have the same document number and a computer-assigned suffix code.
  - (d) For SEAMART transactions, the system automatically assigns suffix codes to each transaction.
  - (e) Receipt transactions will not post expenditures for transactions that have a document Julian date of 97274 or later.
- (3) **Pending Credits Report.** This process creates a new report (Report 12) that prints all records posting to the PCF during the reporting period.
- (4) **Unfilled Order Summary Report.** RSupply eliminated this report (Report 20).
- (a) Generating functions automatically write transactions to the *To SALTS* File on the NTCSS server.
  - (b) No intermediate holding file is necessary before populating the Transmission File.
- (5) **Division, Department, or C.O. Budget Report.** RSupply receives this report (Report 21) with on-line department budgets for each fund type in use by the ship.
- (6) **FtOps, AOM, S&E, and Reimbursable BORs.** RSupply prints the total pending credits for these reports (formerly reports 26, 28, 47, and 42).
- (7) **Differences Between OPTAR Obligations and Expenditures Report.** RSupply eliminates the functionality of this report.
- (8) **Detailed Listing of Prior FY Transactions.** RSupply replaces this process with the capability to view issues by the fiscal year of the transaction.
- b. Pending Credit Report.**
- (1) The Pending Credits Report identifies all credit transactions (DI X31 reversals). It shows a detail line for each credit transaction that the system accumulated during the current month. All credits on this report will return on a SFOEDL from FFSF.
  - (2) To review the total pending credits on the PCF, execute PCFUOI. (Refer to the Distributed Processing Operators Manual, Appendix E for instructions.) A listing much like the Pending Credits Report will contain all current credits.



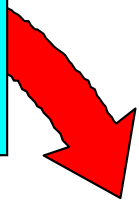
NOTE: DI X76 will process batch and interactive SFOEDL transactions and clear matched records.



R5-T4 .wmf

5

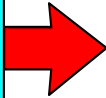
Set the indicator which is used to determine in which BOR report the data will accumulate.



PCF/ BOR Indicator	Report	Rule on Setting Indicator
1	26	Budget OPTAR Code = F
2	28	Budget OPTAR Code = C
3	41	Budget OPTAR Code = B and doc. UIC not = to SCF-UIC
4	42	Budget OPTAR Code = A
5	47	Budget OPTAR Code = B and doc. UIC = to SCF-UIC

6

Create a unique BOR (SOT) report number to capture the pending credit data.



The unique number identifies the report.  
For example: S047 X

The unique number



The X records are totaled and displayed on each BOR.

R5-T5.wmf

7

Modify BOR process...

To print the summary total of pending credits...

At the bottom of the

Budget OPTAR Report (BOR).

8

Create a batch driver for DI X76 to allow SFOEDL charges and credits to be batch posted.

9

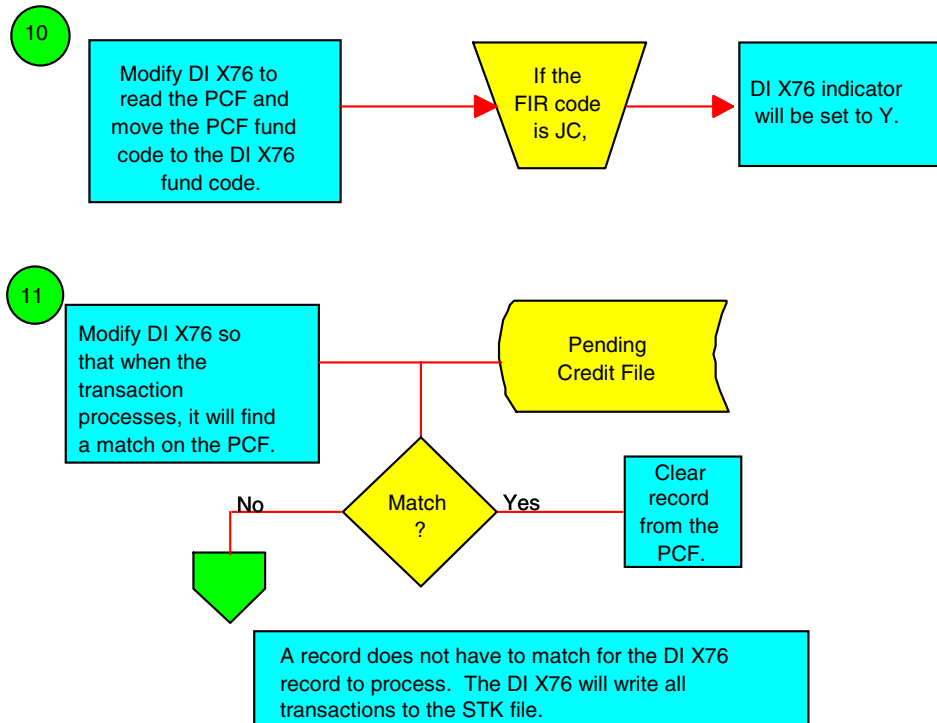
Modifies DI X76 to allow for three new fields as follows:

Suffix code

Supply ID code

The SPAWARSYSCEN utility must input the supply ID code to the batch of DI X76 transactions to allow for proper processing.

R5-T6.wmf



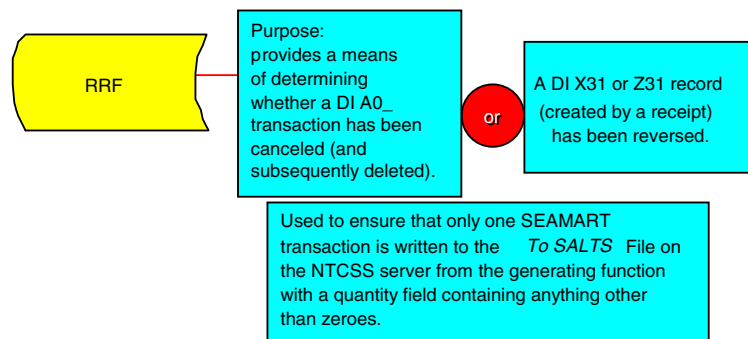

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Modify the build program to allow updates and changes to the PCF.

---

R5-T8.wmf

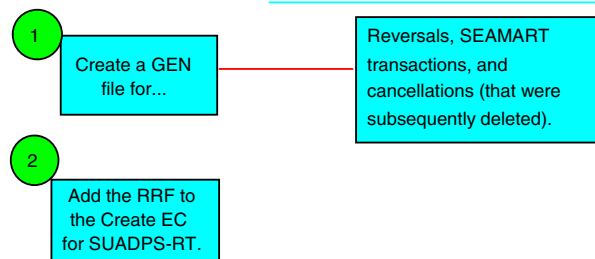
### c. Requisition Reversal File.



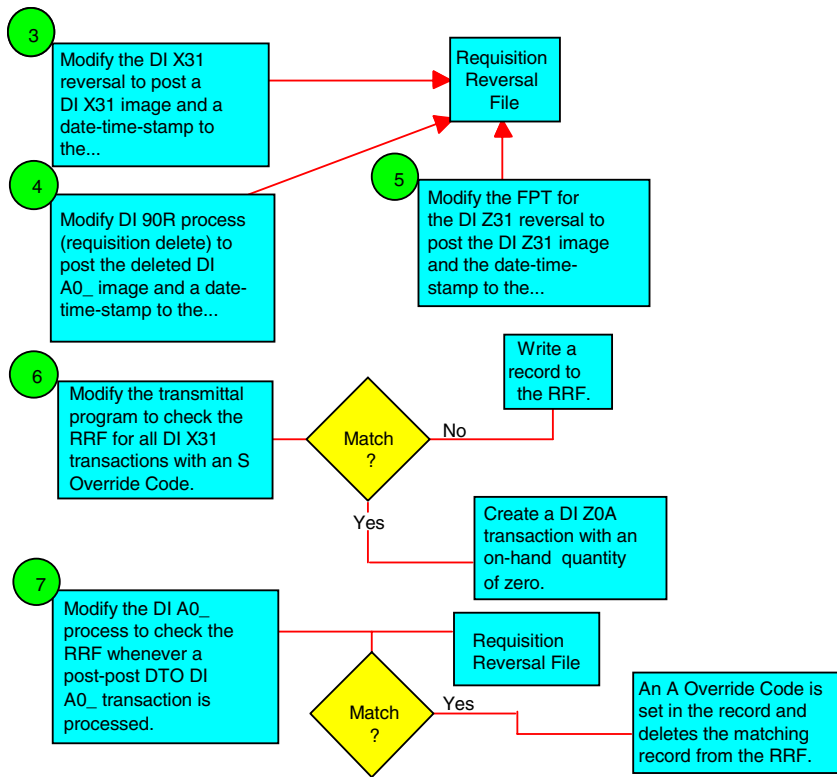

---

When the DI A0\_ transaction has been canceled and you expect to re-enter the transaction, strip the requisition from the BRF using a DI 90R transaction. This will post a record to the RRF. This, or the reversal of a DI X31 transaction, will start the action to determine whether the next transaction requires a zero-filled quantity. A DI Z31 reversal (created by a receipt reversal) will stop future DI Z31 transactions from posting to the BOR and writing to a file on the NTCSS server.

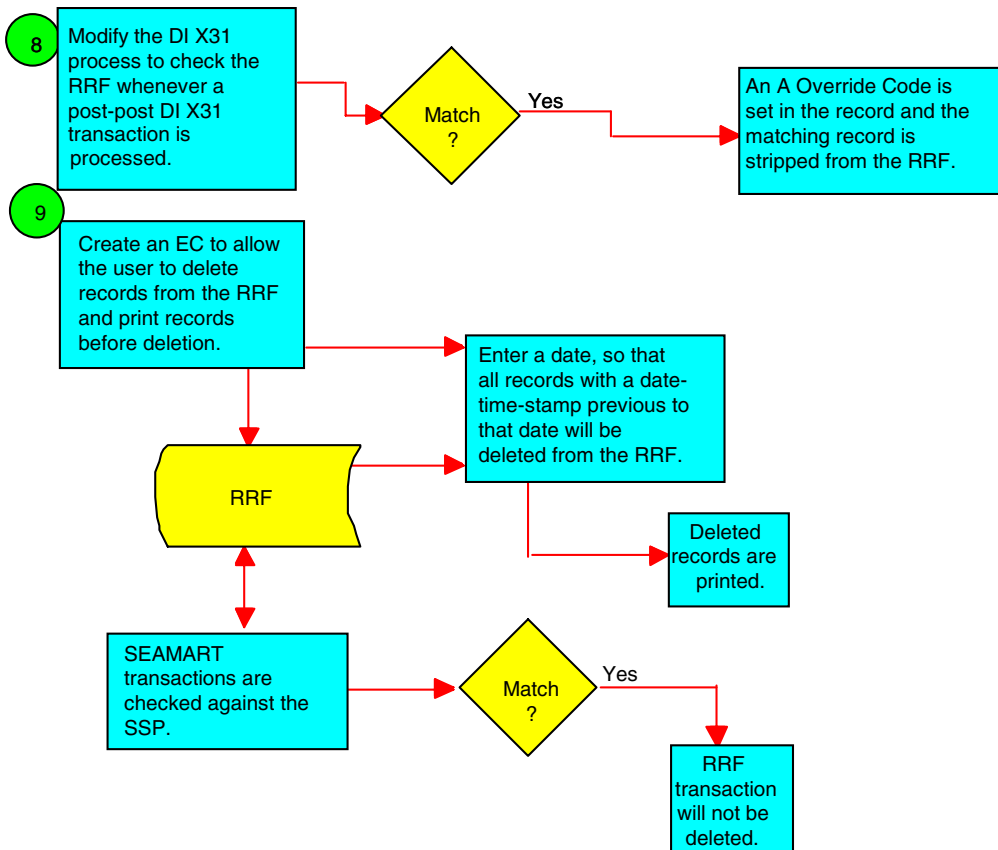
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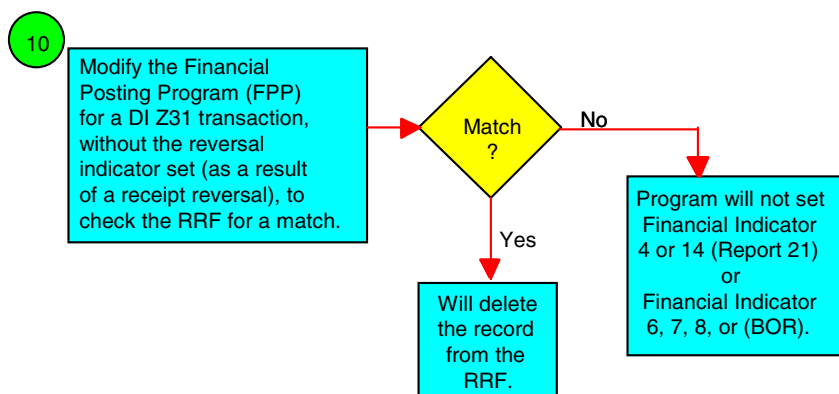
R5-T9.wmf



R5-T10.wmf



R5-T11.wmf



- 11
- 
- Modify the Build Program to allow updates and changes to the RRF.
- 

R5-T12.wmf

NOTE: FIO 15 also applies to the NC Form 2051 Message Report (Report 09).

#### d. Monthly NAVCOMPT Form 2074 Report for Charges or Credits.

- (1) **General.** FIO 15 applies to the Monthly NC Form 2074 Report (Report 06).
- (2) **Posting Rules.** Transactions with a DI of X31, X32, X34, X35, X37, X38, and Z31 will post a detailed record image (DD Form 1162) to this report. This eliminates the summarization of transactions by fund code. The following rules will apply when posting these transactions to this report:
  - (a) **DI X31.**
    - [1] This transaction is for an issue to a ship's department or to a supported unit.
    - [2] All DI X31 transactions will post to this report in a detailed record image, if it has an odd-numbered stores account indicator (NSA) and the ledger code is other than five (end-use).
    - [3] If the DI X31 transaction has an override code, the system moves it to the detailed record image (DD Form 1162) and to this report.
    - [4] The record format for this transaction is as follows:

Record Position	Data Element
1-3	Document Identifier
4-6	Routing Identifier
7	Record Type Code (SUADPS)
8-22	NSN, NICN, LICN, or part number
23-24	Unit of Issue
25-29	Quantity

<b>Record Position</b>	<b>Data Element</b>
30-43	Document Number
44	Demand Code
45-50	Supplementary Address
52-53	Fund Code
54	Distribution Code
55-56	Cognizance Symbol
57-59	Project Code
60-61	Issue Priority Designator
62-64	Required Delivery Date
65-66	Advice Code
67-68	Pack-up Serial Number
69	Override Code
70	Media and Status Code
71	MDS Partial Issue Receipt Code
72	Material Control Code
73	Unit Price Code
74	Unit Price

**(b) DI X32.**

- [1] This transaction is for material that personnel in a ship's department or at a supported unit turn in to the Supply Department.
- [2] These transactions will post to this report in a detailed record image, if they have an odd-numbered stores account indicator.
- [3] The record format for this transaction is as follows:

<b>Record Position</b>	<b>Data Element</b>
1-3	Document Identifier
7	Record Type Code (SUADPS)
8-22	NSN, NICN, LICN, or part number
23-24	Unit of Issue
25-29	Quantity
30-43	Document Number
45-50	Benefiting UIC or storeroom location (aviation)
52-53	Fund Code
55-56	Cognizance Symbol
58-63	Location
67	Type Equipment Code Indicator
69	Override Code
71	MDS Override Code

Record Position	Data Element
72	Material Control Code
73	Unit Price Code
74-80	Unit Price

- (c) **DIs X34, X35, X37, and X38.** These transactions come under FIR Code JC and will continue to post to this report at USID C and M activities. The system will assign the unit's own UIC plus the date and serial number from the original transfer document.

**e. Pending Credits Report.**

- (1) FIO 28 applies to this report (Report 12).
- (2) The report will list all pending credits that the system accumulated during the current month.
- (3) All credit transactions (DI X31 reversals) will post to this report.

**f. Unfilled Order Summary Report.**

- (1) **General.** RSupply procedures will eliminate this report. However, functions generating transactions that currently make up a financial transmittal will automatically write them to the *To SALTS* File on the NTCSS server. FIO 18 applies to the Unfilled Order Summary Report.
- (2) **Posting Rules.** A transaction with a DI of A0\_, X31, X78, Z31, or Z65 may post a DI Z0A obligation or DI X0A cancellation to the *To SALTS* File on the NTCSS server. The following rules will apply when writing these transactions to the *To SALTS* File on the NTCSS server:

**(a) DI A0\_.**

- [1] These transactions will always write to the *To SALTS* File on the NTCSS server.
- [2] The quantity field on the DI Z0A transaction that the system created will be equal to the quantity on the DI A0\_ transaction. This applies in all cases unless it replaces a requisition that you previously canceled and subsequently deleted. If this in fact occurred, the DI Z0A transaction will have a quantity of zero.
- [3] If the money value is greater than one million dollars, the system will generate multiple documents for the transaction. The first document will cite the entire quantity for the transaction and the rest will contain a quantity of zero.

**NOTE:** The money value field on all DI Z0A or X0A transactions will contain the extended money value.

**(b) DI AE\_.**

- [1] If these transactions have cancellation status, the system will always write them to the *To SALTS* File on the NTCSS server. The quantity field on the DI X0A transaction that the system created will always cite the same quantity as the requisition.
- [2] If the DI A0\_ transaction on the FHF has an override code of A, the program will create a DI Z0A transaction with a quantity of zero.
- [3] DI AE\_ transactions that have a status code of BN will post as DI X0A transactions to the NTCSS server and set BN indicators in the BRF.
- [4] If the extended money value is greater than one million dollars, the system will generate multiple documents for the transaction. The first document will cite the entire quantity for the transaction and the rest will have a quantity of zero.
- [5] The format for this transaction is as follows:

**Record**

<b>Position</b>	<b>Data Element</b>
1-3	Document Identifier
4-6	Routing Identifier
7	Media and Status Code
8-22	NSN, NICN, LICN, part number, and description
23-24	Unit of Issue
25-29	Quantity
30-43	Document Number
44	Suffix Code
45-50	Supplementary Address
51	Signal Code
52-53	Fund Code
54	Distribution Code
55-56	Cognizance Symbol
57-59	Project Code
60-61	Priority
62-64	Transaction Date
65-66	Status Code
67-69	Secondary Routing Identifier
70-73	Estimated Shipping Date
74-80	Unit Price



**(c) DI X31.**

- [1] These transactions will always post to the NTCSS server, unless the transaction is a reversal.
- [2] The system compares SEAMART transactions to the Requisition Reversal File (RRF) during DI 100 processing. If it finds a match, the system generates a DI Z0A transaction with a quantity of zero. If there is no match, the system writes a record to the RRF citing the original quantity.
- [3] The quantity field on the DI Z0A transaction that the system created will cite the same quantity as the requisition, except under the following conditions:
  - [a] A DI X31 transaction with a **P** in Card Column 69, designating a partial issue, will create a DI Z0A transaction with a quantity of zero.
  - [b] The first of several documents for a particular DI X31 transaction with the same document number and an **S** in Card Column 69 will cite the entire quantity for the transaction.
  - [c] The DI X31 transaction that replaces one that you previously reversed will cite a quantity of zero.
- [4] If the extended money value is greater than one million dollars, the system will generate multiple documents for the same transaction. The first document will cite the entire quantity for the transaction and the rest will cite a quantity of zero.
- [5] If the DI X31 transaction has an override code, the system writes it to the NTCSS server and to the DI Z0A transaction.
- [6] If the DI X31 transaction on the FHF has an override code of A, the program will create a DI Z0A transaction with a quantity of zero.

**(d) DI X78.**

- [1] These transactions will always write to NTCSS server.
- [2] The DI Z0A or X0A transaction that the system creates will always cite a quantity of zero.
- [3] If the extended money value is greater than one million dollars, the system generates multiple documents for the same transaction. All documents will cite a quantity of zero.

- [4] The format for this transaction is as follows:

<b>Record Position</b>	<b>Data Element</b>
1-3	Document Identifier
30-43	Document Number
52-53	Fund Code
55-56	Cognizance Symbol
59-62	Serial Number
64-67	Type Equipment Code
69	Requisition Override
71	Credit Indicator
73	Unit Price Code
74-80	Unit Price

**(e) DI Z31.**

- [1] These transactions also will write to the NTCSS server if there is a difference between obligated and expended amounts on the receipts.
- [2] DI Z31 transactions that have a DI X71 or X73 record on file and an override code will create DI Z0A transactions with a quantity of zero.
- [3] A DI Z31 transaction reversal, that a receipt reversal creates, will not write to the NTCSS server. Instead, it will post to the RRF.
- [4] If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file, but it will not post the transaction to the NTCSS server.
- [5] If the extended money value is greater than one million dollars, the system will generate multiple documents for the same transaction. The first document will cite the entire quantity for the transaction and the rest will cite a quantity of zero.

**(f) DI Z65.**

- [1] The system creates these transactions when items that you requisitioned as NSA migrate to APA before receipt. These transactions will always write to the NTCSS server as DI X0A records.

- [2] If the extended money value is greater than one million dollars, the system will generate multiple documents for the same transaction. The first document will cite the entire quantity for the transaction and the rest will cite a quantity of zero.

**g. Division, Department, or CO Budget OPTAR Report.**

- (1) **General.** FIO 4 applies to the Division or Department Budget OPTAR Report (formerly Report 21) and FIO 14 applies to the CO Budget OPTAR Report (also Report 21).

(2) **Data Elements.**

- (a) Fiscal Year,
- (b) Service Designator,
- (c) UIC,
- (d) Category Code,
- (e) Department or Division Code,
- (f) Allocation (opening and closing),
- (g) Balance (opening and closing),
- (h) Obligation (opening and closing),
- (i) Expenditure (opening and closing),
- (j) Stock-Issue (opening and closing).

(3) **Changes.**

- (a) Credit transactions no longer post to the NTCSS server immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
- (b) A DI Z31 reversal, that a receipt reversal created, will not post to the Division Budget Report. Instead, it will post to the RRF.
- (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the Division Budget Report.
- (d) The system discontinues posting of JC credits to the Division Budget Report.
- (e) DI X76 transactions with the JC indicator set will post to Department Code 1 of the Division Budget Report.

- (f) The format of a DI X76 transaction is as follows:

<b>Record Position</b>	<b>Data Element</b>
1-3	Document Identifier
8-22	SFOEDL Remarks
30-43	Document Number
45-50	Supplementary Address
52-53	Fund Code
57-60	Transmittal Date
62-65	Serial Number
67-70	Type Equipment Code
72-80	Money Value

**h. Flight Operations Budget OPTAR Report.**

- (1) **General.** FIO 6 applies to the Flight Operations Budget OPTAR Report.
- (2) **Changes.**
  - (a) Credit transactions no longer post to the Flight Operations BOR immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
  - (b) A DI Z31 reversal, that a receipt reversal created, will not post to the Flight Operations BOR. Instead, it will post to the RRF.
  - (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the Flight Operations BOR.
  - (d) The system modifies the Flight Operations BOR process to print the summary total of pending credits to the bottom of the BOR (adding PCF records).
  - (e) Data elements for the Flight Operations Budget OPTAR Summary (BOS) File are as follows:
    - [1] Fiscal Year,
    - [2] Service Designator,
    - [3] UIC,
    - [4] Appropriation Subhead,
    - [5] Budget OPTAR Report Code,
    - [6] Transmittal Number,
    - [7] Transmittal Amount Current,
    - [8] Transmittal Amount FYTD,
    - [9] Last SFOEDL Received,
    - [10] Last SFOEDL Processed,

- [11] Last UOL Received,
- [12] Last UOL Processed,
- [13] Julian Date From,
- [14] Control Equipage Deficiency,
- [15] OPTAR Grants FYTD,
- [16] JC Credits,
- [17] Output Indicator,
- [18] Pending Credit Total (from the PCF record).

**i. AOM Budget OPTAR Report.**

**(1) General.** FIO 7 applies to the AOM Budget OPTAR Report.

**(2) Changes.**

- (a) Credit transactions no longer post to the AOM BOR immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
- (b) A DI Z31 reversal, that a receipt reversal creates, will not post to the AOM BOR. Instead, it will post to the Requisition Reversal File (RRF).
- (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the AOM BOR.
- (d) The system discontinues posting of JC credits to the AOM BOR.
- (e) DI X76 transactions with the JC indicator set will post to the appropriate budget OPTAR report.
- (f) The system modifies the AOM BOR to print the summary total of pending credits to the bottom of the BOR (adding PCF records).

**j. Supported Unit's Budget OPTAR Report.**

**(1) General.** FIO 8 applies to the supported unit's BOR.

**(2) Changes.**

- (a) Credit transactions no longer post to the supported unit's BOR immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
- (b) A DI Z31 reversal, that a receipt reversal creates, will not post to the supported unit's BOR. Instead, it will post to the RRF.

- (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the supported unit's BOR.
- (d) The system modifies the supported unit's BOR to print the summary total of pending credits to the bottom of the BOR (adding PCF records).

**k. Reimbursable Budget OPTAR Report.**

**(1) General.** FIO 9 applies to the reimbursable BOR.

**(2) Changes.**

- (a) Credit transactions no longer post to the reimbursable BOR immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
- (b) A DI Z31 reversal, that a receipt reversal created, will not post to the reimbursable BOR. Instead, it will post to the RRF.
- (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the reimbursable BOR.
- (d) The system modifies the reimbursable BOR to print the summary total of pending credits to the bottom of the BOR (adding PCF records).

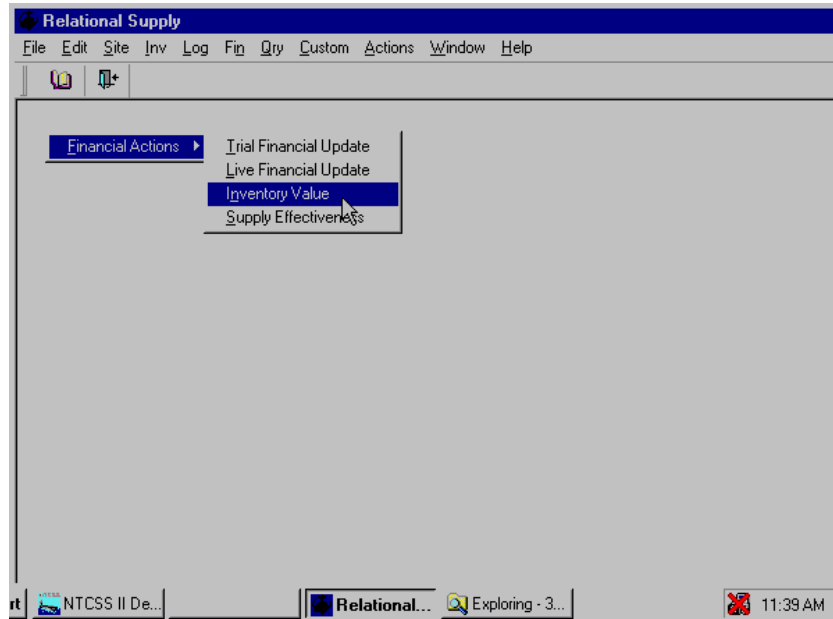
**l. S&E Budget OPTAR Report.**

**(1) General.** FIO 11 applies to the S and E BOR.

**(2) Changes.**

- (a) Credit transactions no longer post to the S and E BOR immediately. Instead, activity personnel will have to wait for the credit to return on a SFOEDL by way of STARS.
- (b) A DI Z31 reversal, that a receipt reversal created, will not post to the S and E BOR. Instead, it will post to the RRF.
- (c) If the system finds a match on the RRF for a subsequent DI Z31 transaction, it will clear the record from the file. It will not post the transaction to the S and E BOR.
- (d) The system modifies the S and E BOR to print the summary total of pending credits to the bottom of the BOR (adding PCF records).

## F. INVENTORY VALUE OPTION



*rsup07.pcx*

1. **General.** This option allows you to view the dollar value of Stock Assets and Dues Report. (This is the report formerly known as Stock Asset Dollar Value Extension [SADVE] Report.) Inventory value is the dollar value of material on an activity's stock records. The report that this process generates shows data in a Cog within ledger (APA or NSA) sequence. It also shows a total for each ledger and then a grand total. When you select the Pie Chart Option, the system generates two pie charts; the first reflects the on-hand percentage of dollar value by Cog and the other reflects the on-hand stock value by ledger. Likewise, when you select the Bar Graph Option, the system generates two bar graphs; the first reflects the on-hand dollar value by Cog and the second reflects the on-hand dollar value by ledger.

2. **To Access the Inventory Value Option.** The step-by-step procedures for this process are as follows:

- a. **Step 1.** From the Financial Submenu, select the Inventory Value Option. The Inventory Value Screen will appear showing the first page of the report.

Dollar Value of Stock Assets	
REPORT ID: SF4210CR	03365
USS GEORGE WASHINGTON	
27 AUG 1999	
LEDGER: APA	
Cog	OH EMV
0J	53,241.50
0O	40,970.00
0Q	130,784.74
0R	972,892.29
0U	12,530.22
2S	3,105,110.00
4T	13.00
4Z	136,980.00
6K	7,733.00
<b>TOTAL:</b>	<b>4,460,254.75</b>

Page 1 of 5

REPORT ID: SF4210CR

Ready SF4210CR 799239 27 AUG 1999 16:54 rsupadm1 Supply Of:

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- b. **Step 2.** Select the Page UP (Pg. Up) or Page Down (Pg. Dn.) buttons on the keyboard to view other pages of the report.
- c. **Step 3.** Select the Pie Chart Option or the Bar Graph Option from the Icon Menu Bar to view the report in either of those formats.
- d. **Step 4.** Select the Print Option from the Icon Menu Bar to generate a printed copy of the report.
- e. **Step 5.** Select the Close Screen Option to exit from this process.



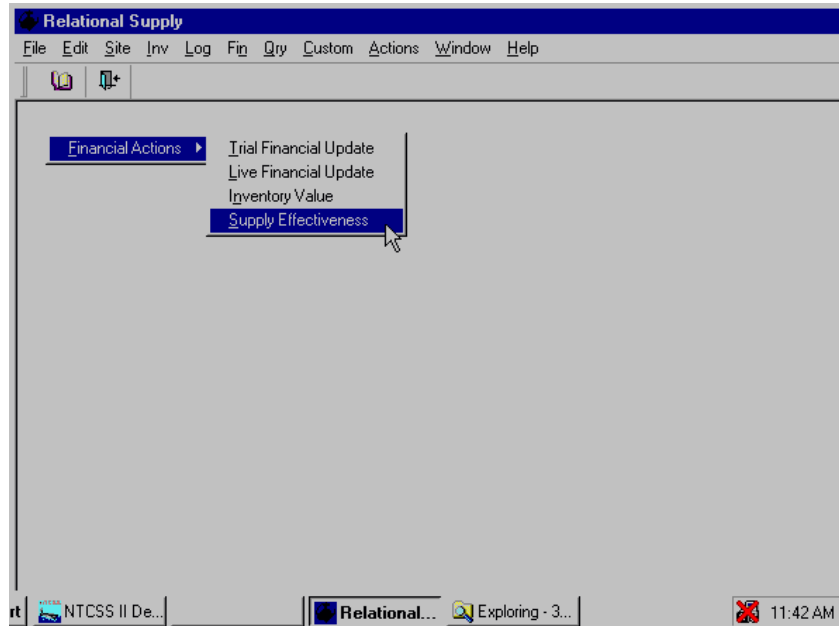
Dollar Value of Stock Assets		
REPORT ID: SF4210CR	03365	USS ENTERPRISE
LEDGER: NSA		08 MAY 1999
Cog	OH EMV	
1H	4,899,420.61	
1I	18,993.40	
1R	2,855,693.87	
3C	1,187,362.64	
3G	2,545,801.46	
3H	56,265.32	
3N	1,216,884.49	
3Z	226,986.13	
5N	56.56	
5R	25,598.46	
7E	703,473.00	
7G	1,610,262.00	
7H	6,624,163.00	
7R	162,084,266.18	
7Z	1,770.00	
9A	14,888.89	
9C	5,448,140.00	
9D	338,906.81	
9E	11.57	
9F	23,287.27	
9G	6,925,743.92	
9H	11,557.68	
9I	12,171.06	
9J	19,027.90	
9K	1,354.74	
9L	38,935.85	
9N	7,950,985.39	
9Q	815,946.61	
9S	7,007.00	
9V	16,014.25	
9W	64,413.87	
9X	2,154,685.38	
9Y	38,228.19	
9Z	4,421,007.92	
TOTAL:	212,359,311.92	
GRAND TOTAL:	216,790,303.60	

Fig3.wmf

- 3. Business Rules.** The following are the business rules that apply to this process:
- a. Provides the capability to generate a listing of dollar-value totals for on-hand assets sequenced by cognizant symbol within ledger code.
  - b. Provides the capability to generate a list a pie chart or bar graph depicting inventory values.
- 4. Computations.** The following are the computations that apply to this process:
- a. The system multiplies the total on-hand quantity by the unit price and then provides totals for each Cog for the Inventory Value Report.
  - b. When you select the Pie Chart Option (icon), the system divides the dollar amount for each Cog by the grand-total dollar amount and then displays the result as a percentage of the total inventory for each Cog.
  - c. When you select the Pie Chart Option (icon), the system divides the total dollar amount for each ledger by the grand-total dollar amount and then displays the result as a percentage of the total inventory for each ledger.
  - d. When you select the Bar Graph Option (icon), the system displays the dollar value of each Cog on the bar graph.
  - e. When you select the Bar Graph Option (icon), the total dollar value for each ledger will appear on the bar graph.

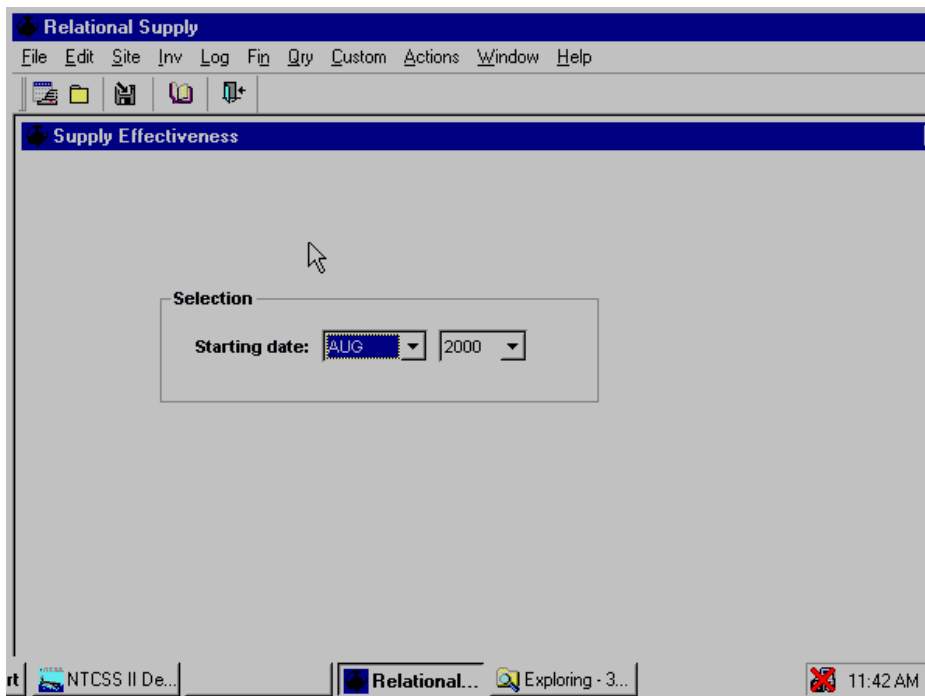
## G. SUPPLY EFFECTIVENESS OPTION

1. **General.** This option allows you to generate the Supply Effectiveness report.



*rsup09.pcx*

2. **To Access Supply Effectiveness Option.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the Relational Supply Main Menu, select the Financial (FIN) Option.
  - b. **Step 2.** On the Financial Submenu, select the Supply Effectiveness Option.
  - c. **Step 3.** On the Supply Effectiveness Screen, within the selection box, select the appropriate starting date (month) from the drop down list.



*rsup10.pcx*

- d. **Step 4.** Select the Apply option from the Icon Menu Bar. The batch confirmation screen will appear with the batch VOB request number on it.
- e. **Step 5.** Select OK if you only want to view the report on screen or Print if you require a hard copy of the report.

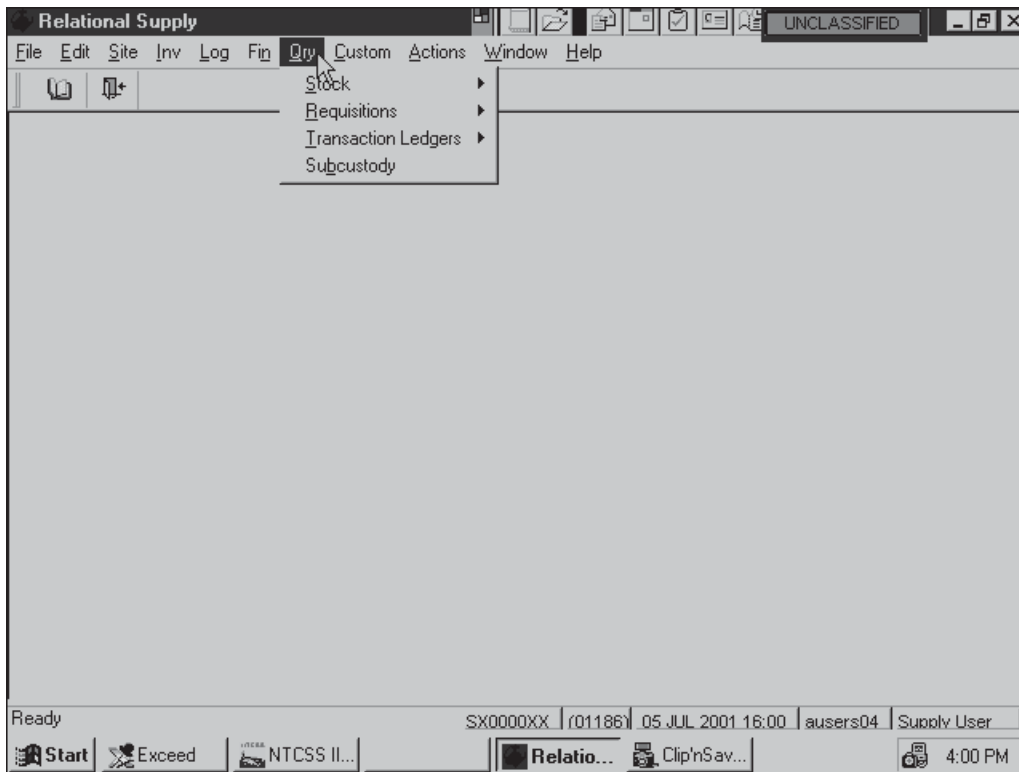
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# RELATIONAL SUPPLY SUPPORT PROCEDURES USER'S MANUAL (RS-SPUM)

## VOLUME VI: QUERY SUBSYSTEM

### A. INTRODUCTION

1. **Description.** This subsystem allows you to review specific stock, requisition, and transaction-ledger transactions.



*RSpQry01.pcx*

2. **To Access the Query Option.** The step-by-step procedures for this process are as follows:
  - a. **Step 1.** On the IT21 Unclassified Workstation Screen, select the NTCSS II Option (icon).
  - b. **Step 2.** On the NTCSS II Desktop Screen, select the RSupply Option that appears at the bottom of the screen.
  - c. **Step 3.** On the RSupply Screen, select the RSupply Option (icon). The Relational Supply Screen will appear.

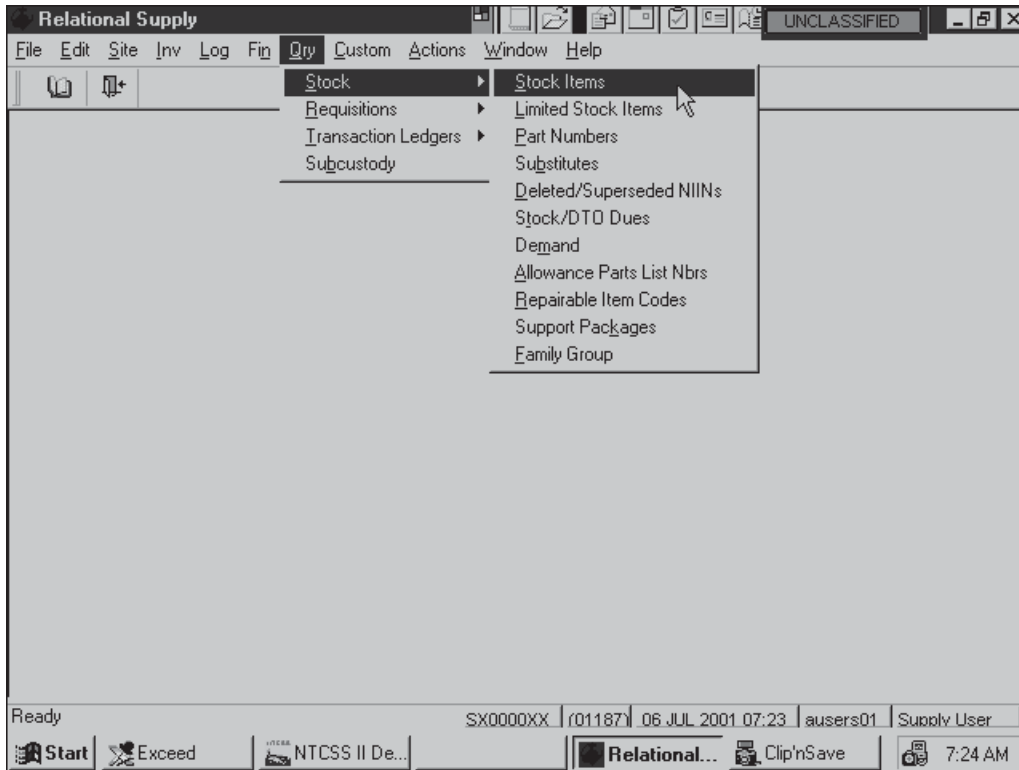
**d. Step 4.** On the Relational Supply Main Menu, select the Query (Qry) Option. The Query Submenu provides the following options:

- (1) Stock,
- (2) Requisitions,
- (3) Transaction Ledgers,
- (4) Subcustody.

# B

## B. STOCK OPTION

1. **General.** This option allows you to view records for material stocked by the Supply Department. These records contain supply information that relates to the identification, control, and storage of the material. You may not enter data nor modify existing data using this function.



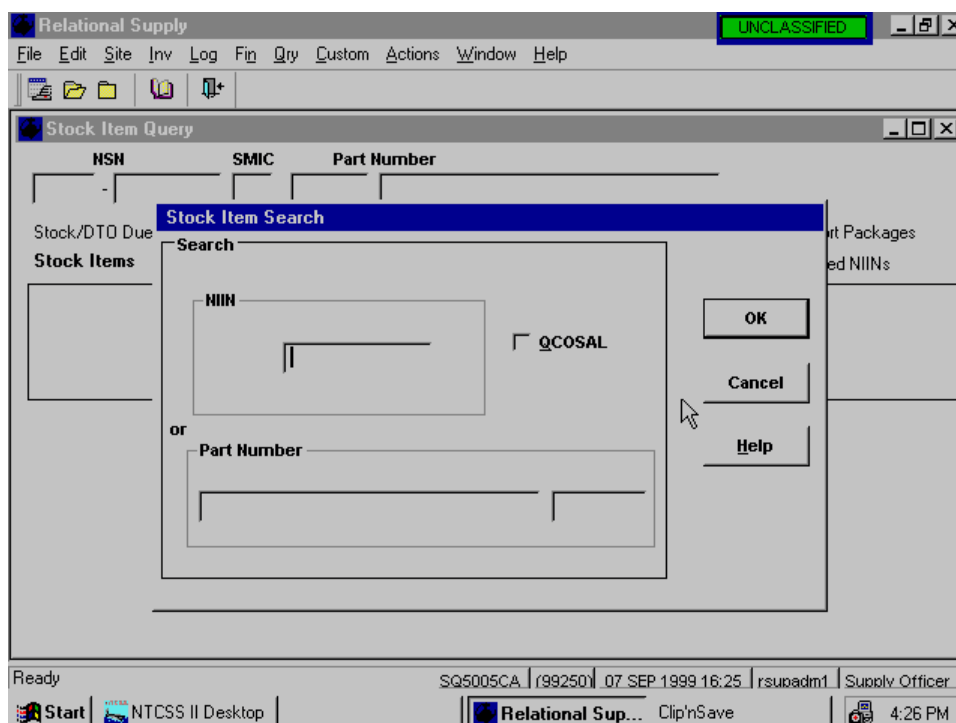
*RSpQry34.pcx*

## 2. Stock Items Option.

- a. **General.** This option allows you to review on screen stock-item and management data for a specific record.
- b. **To Process a Stock Item Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Stock Items Option.



**NOTE:** When the NIIN and Q-COSAL you entered do not currently exist in RSupply; the Material Request Screen will appear so that you can enter item information. The transaction is then ready for review in Technical Edit to determine whether to make an issue. When the *part number* you entered does not cross to an established NIIN, the system will assign a local number that will appear on the Material Request Screen along with the *part number*.



qryb901.pcx

- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option (USID C Only).
- (5) **Step 5.** On the Stock Item Query Screen, a series of ten options (tabs) will appear at the top of the screen. For this process, ensure the Stock Items Option appears enabled or select it to do so.
- (6) **Step 6.** Select the Management Data or Management Quantity Option (tab) that appears at the bottom of the screen and review data for the item in question as necessary.

**Relational Supply - [Stock Item Query]**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

NSN: 5999 SMIC: 002465870 Part Number:

Stock/DTO Dues Demand Allowance Part List Nbrs Repairable Item Codes Support Packages

Stock Items Limited Stock Items Part Numbers Substitutes Deleted/Superseded NIINs

Cog: 9N UI: EA Nomenclature: SHIELDING GASKET,E

UP: 4.08 NUP: .00 Total OH Qty: 0 Location: 2904F3

RO: 19 RP: 9 MCC: Subs: NO SUBSTITUTES AVAILABLE.

**Dates** **Codes** **Qty/Indicators**

DINV: DIE: 19 JUL 1994 DLP: 25 MAR 2001

LMC: PMIC: IRC: TSC: ARRC: RIP: SLC: SLAC: 00 ERC: R CIIC: SMCC: Inv: Demil: B

AMD: 10.4 Limit: N No Drop: N FILL: Y SEAMART: N

FGC: FRC: MSP: N SPkg: N PEB: N PicTic:

**Management Data** Management Qty

Ready SQ5005CA (01186) 05 JUL 2001 16:15 sausers04 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 4:15 PM

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(a) **Management Data.** This option allows you to review the following data:

- [1] **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitutes, and MCC. Select the down arrow next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
- [2] **Dates Group Box.** This includes date of inventory (DINV), date on which you established the item's record (DIE), and the date last processed (DLP).
- [3] **Codes Group Box.** This includes LMC, PMIC, SMCC, TSC, ARRC, demilitarization code, SLC, SLAC, IRC, CIIC, inventory indicator, RIP, ADPE, ERC, and OST.
- [4] **Quantity/Indicators Group Box.** This includes AMD, DBI, no-drop flag, SEAMART, allowance, limit, and FILL.
- [5] **Other Group Box.** This includes FGC, FRC, MSP indicator, record code, pack-up indicator, and PEB.

**NOTE:** If there are no substitutes the "No substitutes available" message will appear in the data block and the down arrow will not appear.

**Relational Supply - [Stock Item Query]**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

NSN: 5999 - 002465870 SMIC: Part Number:

Stock/DTO Dues Demand Allowance Part List Nbrs Repairable Item Codes Support Packages

Stock Items Limited Stock Items Part Numbers Substitutes Deleted/Superseded NIINs

Cog: 9N UI: EA Nomenclature: SHIELDING GASKET,E

UP: 4.08 NUP: .00 Total OH Qty: 0 Location: 2904F3

RO: 19 RP: 9 MCC: Subs: NO SUBSTITUTES AVAILABLE.

**Pending Quantities**

Stk Due:	19
Stk ROB:	0
DTO Due:	0
DTO ROB:	0
Issue Pending:	0

**Allowance**

AVC	19
Total:	19

**Additional Info**

NRFI:	0
Subcustody Qty:	0
SPkg Qty:	0
NRQty:	0

Management Data Management Qty

Ready SQ5000CB (r01186) 05 JUL 2001 16:19 ausers04 Supply User

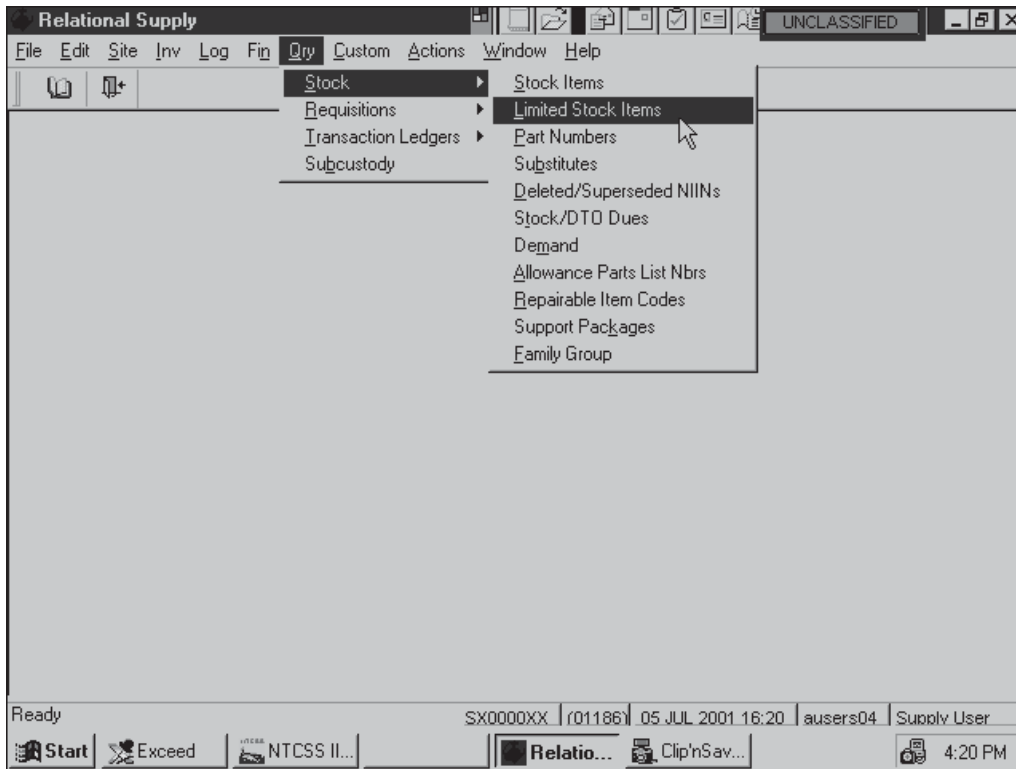
Start Exceed NTCSS II... Relatio... Clip'n Sav... 4:19 PM

RSpQry12.pcx

**(b) Management Quantity.** This option allows you to review the following data:

- [1] Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitutes, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
- [2] Pending Quantities Group Box.** This includes stock due, stock RIP, DTO due, DTO RIP, and issue-pending quantities.
- [3] Allowance and Quantity Group Box.** This includes the established allowance and quantity for the item in review.
- [4] Additional Information Group Box.** This includes NRFI, protected, and package information. These are quantities for a specific restricted use, but part of the total on-hand quantity for the item.

- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



*RSpQry13.pcx*

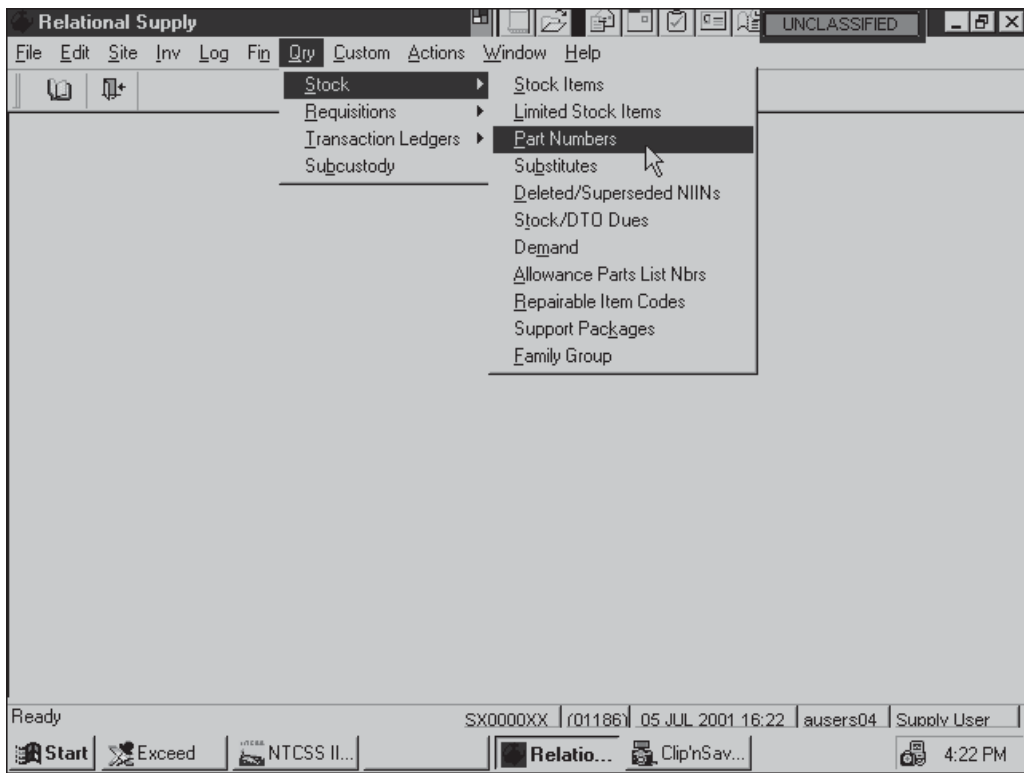
### 3. Limited Stock Items Option.

- a. **General.** This option allows you to review on screen a limited amount of information for a specific record.
- b. **To Process a Limited Stock Item Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Limited Stock Items Option.
  - (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
  - (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option

**NOTE:** The Limited Stock Item Query Screen is for display only; no entries or modifications are necessary.

qryb002.pcx

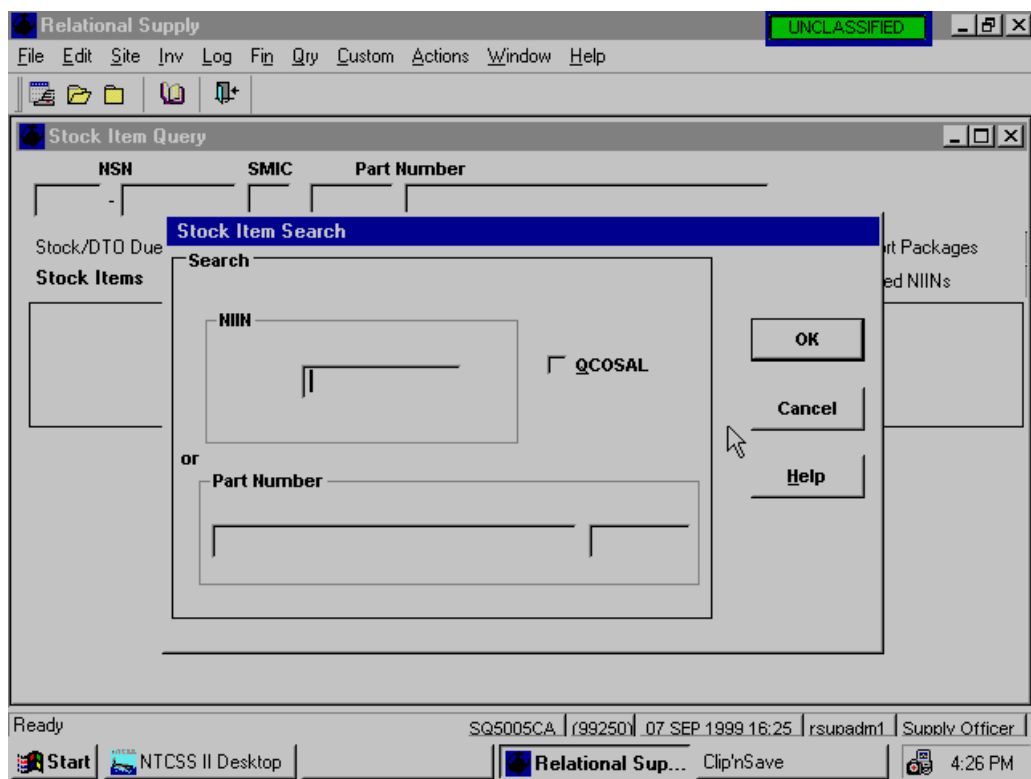
- (5) **Step 5.** On the Limited Stock Item Query Screen, a series of eleven options (tabs) will appear near the top of the screen. For this process, ensure the Limited Stock Items Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following data blocks within the Common Group Box: Cog, MCC, unit of issue, nomenclature, UP, NUP, and substitutes. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
- (7) **Step 7.** Select another tab from the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



*RSpQry14.pcx*

#### 4. Part Number Option.

- a. **General.** This option allows you to review on screen part-number information for a specific record.
- b. **To Process a Part-number Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Part Numbers Items Option.



qryb901.pcx

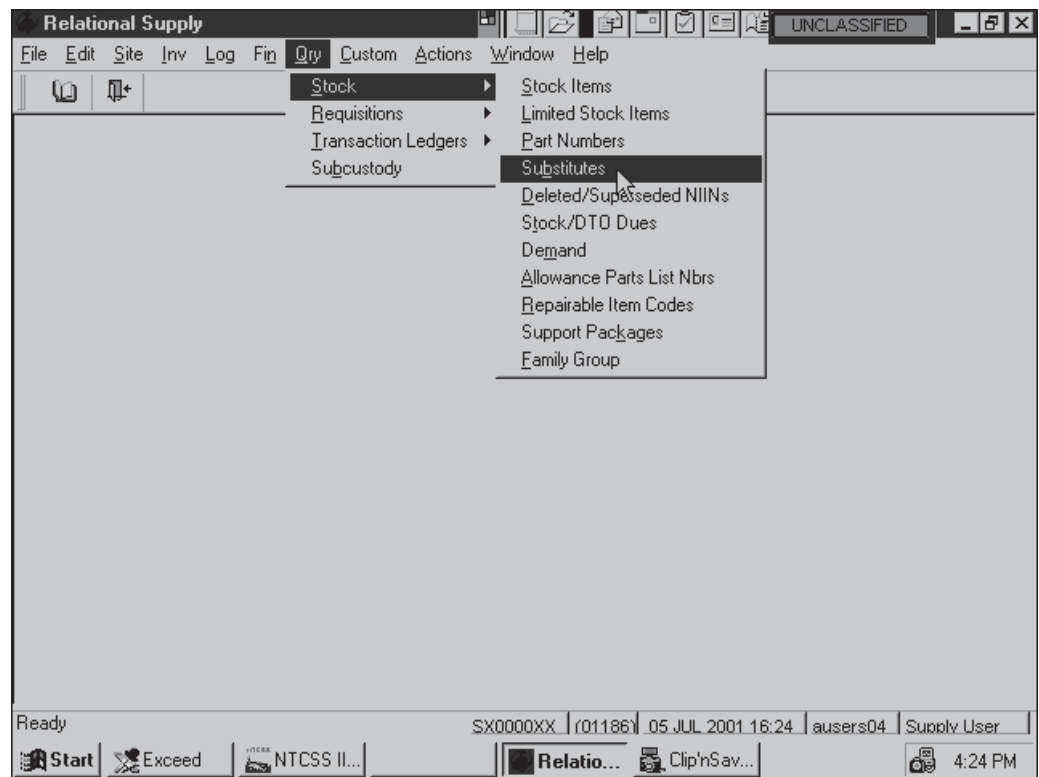
- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option

NOTE: The Part Number Query Screen is for display only; no entries or modifications are necessary.

qryb003.pcx

- (5) **Step 5.** On the Part Number Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Part Numbers Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, MCC, and substitute. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Part Number Group Box.** This includes every CAGE and manufacturer's reference number that cross-references to the item in question.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.

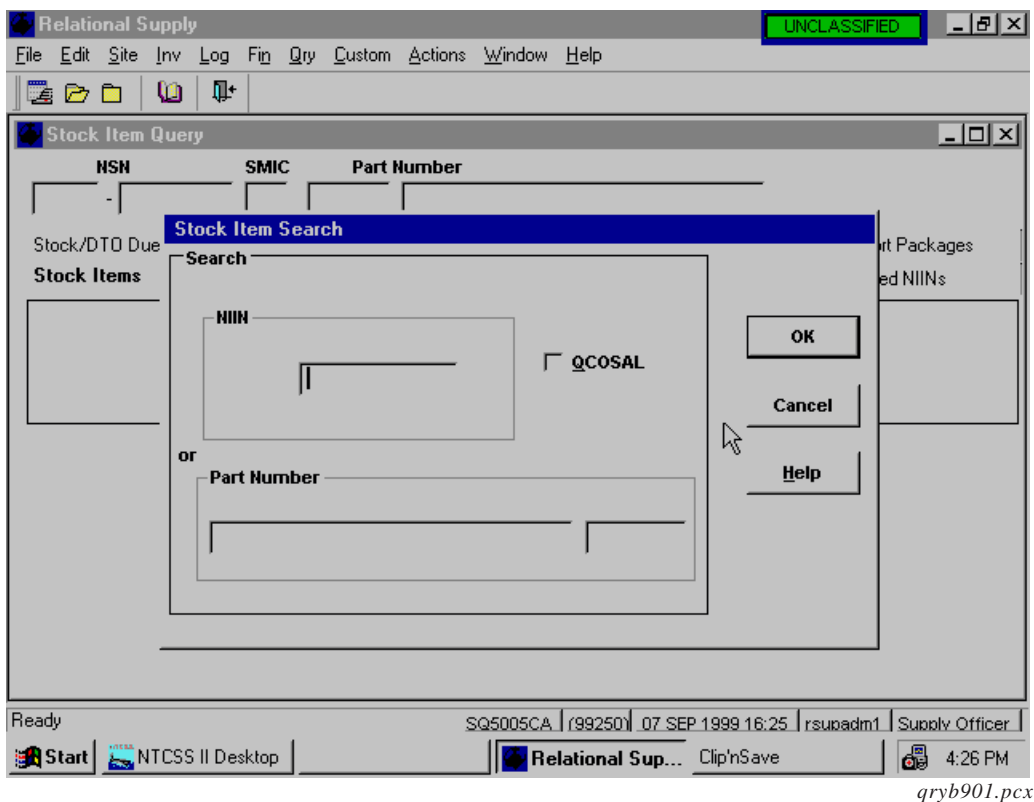




RSpQry15.pcx

## 5. Substitutes Option.

- a. **General.** This option allows you to review on screen the substitutes and interchangeable information for the NIIN you entered and the COSAL selected; or the *part number* you entered on the Stock Item Search Screen. If there are any related substitutes, their on-hand quantities will appear by location on the bottom half of the screen. Cross-reference processing will establish the relationship between *primary* and *substitute* items in RSupply.
- b. **To Process a Substitutes Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Substitutes Option.



qryb901.pcx

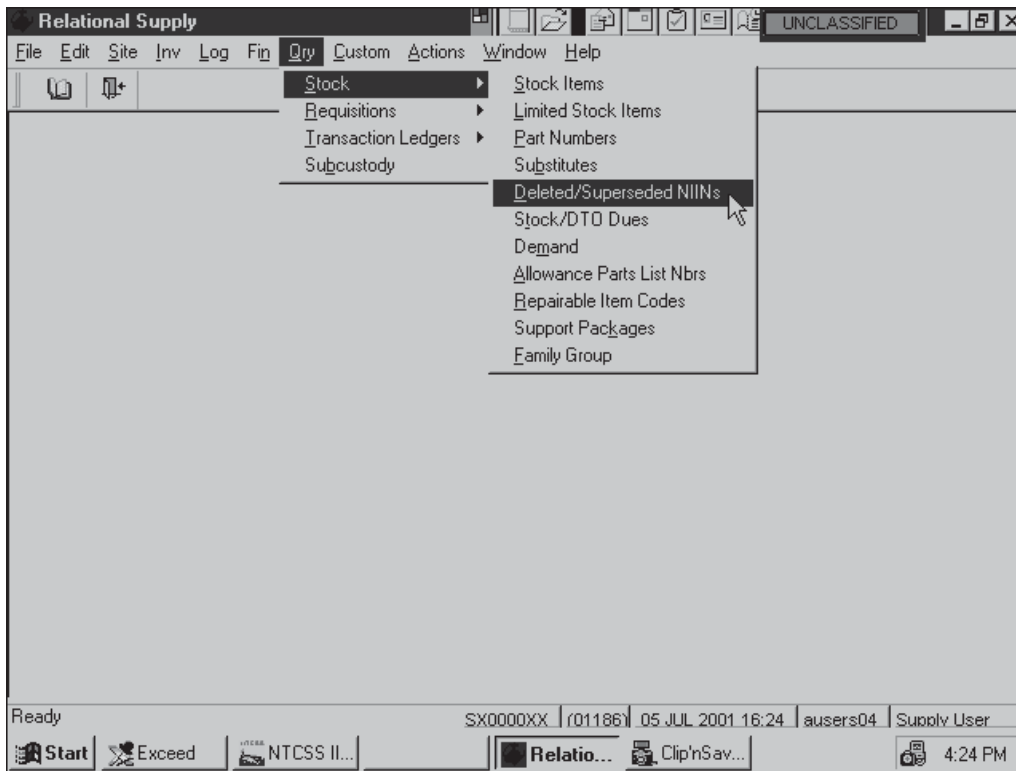
- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option.

**NOTE:** The Substitute Query Screen is for review only: no entries or modifications are necessary.

qryb004.pcx

- (5) **Step 5.** On the Substitute Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Substitutes Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Substitute NIIN, On-hand, and PSIND Group Box.** This includes the NIIN, on-hand quantity, and PSI indicator for every substitute and interchangeable item that applies to the item in question.
  - (c) **Locations and Quantities For Group Box.** This includes every location and the amount of the item in question that you will find in each location

- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.

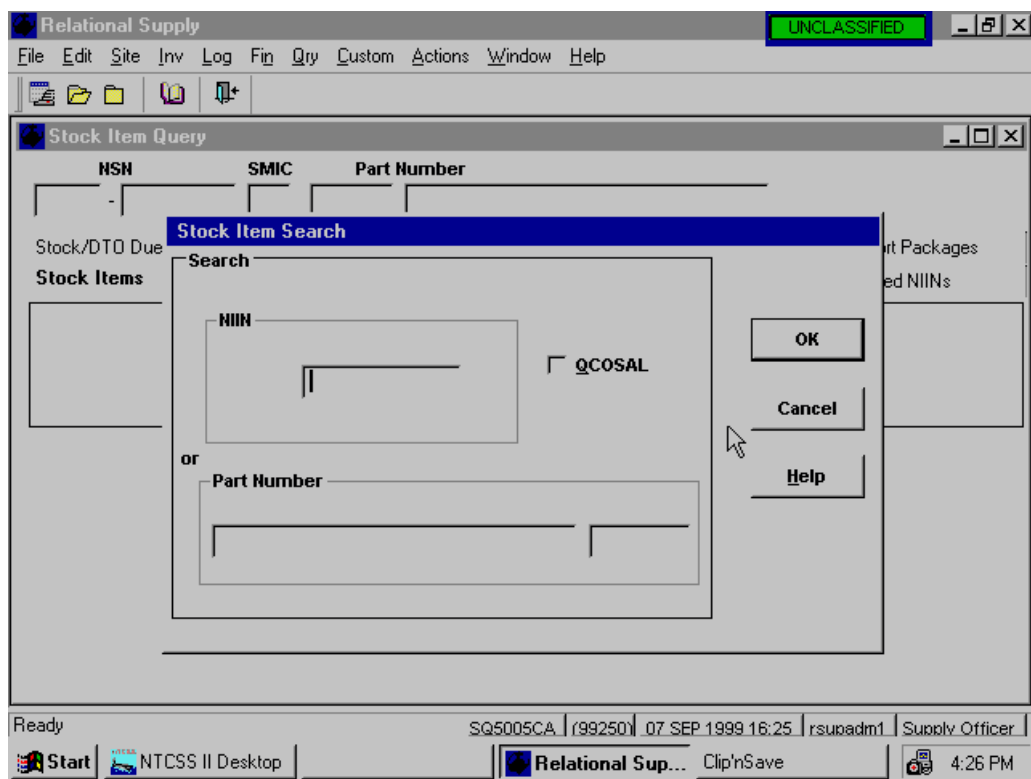


RSpQry16.pcx

**NOTE:** When the NIIN and Q-COSAL you entered do not currently exist in RSupply; the Material Request Screen will appear so that you can enter item information. The transaction is then ready for review in Technical Edit to determine whether to make an issue. When the *part number* you entered does not cross to an established NIIN, the system will assign a local number that will appear on the Material Request Screen along with the *part number*.

## 6. Deleted/Superseded NIINs Option.

- a. **General.** This option allows you to review on screen deleted and superseded information for a specific record.
- b. **To Process a Deleted/Superseded NIIN Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Deleted/Superseded NIINs Option.



qryb901.pcx

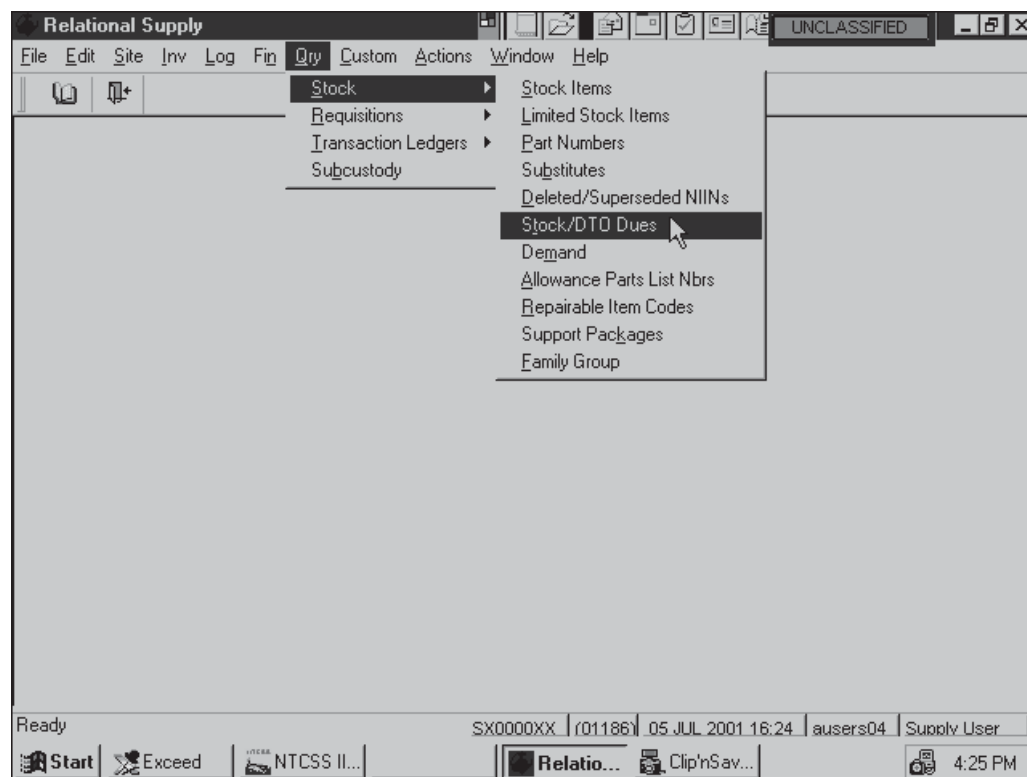
- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.

- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option.

NOTE: The Deleted/Superseded Query Screen is for review only; no entries or modifications are necessary.

qryb005.pcx

- (5) **Step 5.** On the Deleted/Superseded NIIN Query Screen, a series of ten options (tabs) will appear near the top of the screen. For this process, ensure the Deleted/Superseded NIINs Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
- (a) **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Number of Changes to NIIN Group Box.** This includes every superseded NIIN, every superseding NIIN, and the date of last action that relates to the item in question.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



RSpQry17.pcx

## 7. Stock/DTO Dues Option.

- a. **General.** This option allows you to review on screen stock and DTO information for a specific record.
- b. **To Process a Stock/DTO Dues Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Stock/DTO Dues Option.

Relational Supply UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Stock Item Query

NSN SMIC Part Number

Stock/DTO Due Stock Items

Part Packages ed NIINs

**Stock Item Search**

Search

NIIN

QCOSAL

or

Part Number

OK

Cancel

Help

Ready SQ5005CA (r99250) 07 SEP 1999 16:25 rsupadm1 Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave 4:26 PM

qryb901.pcx

- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option.



**NOTE:** The Stock/DTO Dues Query Screen is for review only; no entries or modifications are necessary.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Stock/DTO Dues Query**

NSN: 5999 SMIC: 002465870 Part Number: \_\_\_\_\_

Stock Items | Limited Stock Items | Part Numbers | Substitutes | Deleted/Superseded NIINs

Stock/DTO Dues | Demand | Allowance Part List Nbrs | Repairable Item Codes | Support Packages

Cog: 9N MCC: \_\_\_\_\_ UI: EA Nomenclature: SHIELDING GASKET,EL

EPI: N UP: 7.42 HUP: .00 Total OH Qty: 3

Doubleclick on row to view latest status

Doc Nbr	Qty	UI	FC	Pri	DC	EMV	NIIN
03365-8118-0093	15	EA	KZ	13	R	111.30	002465870
03365-9229-0105	15	EA	KZ		R	111.30	002465870

Total Due: 30 Requisitions Retrieved: 2

Ready SQ5030CA | r99237 | 25 AUG 1999 17:13 | rsupadm6 | Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 5:14 PM

qryb006.pcx

(5) **Step 5.** On the Stock/DTO Dues Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Stock/DTO Dues Option appears enabled or select it to do so.

(6) **Step 6.** Select one of the two additional options (tabs) that appear at the bottom of the screen and review data for the item in question as necessary.

(a) **Stock.** This option allows you to review the following data:

[1] **Common Group Box.** This includes Cog, MCC, unit of issue, nomenclature, ATC, EPI, UP, NUP, and total on-hand quantity.

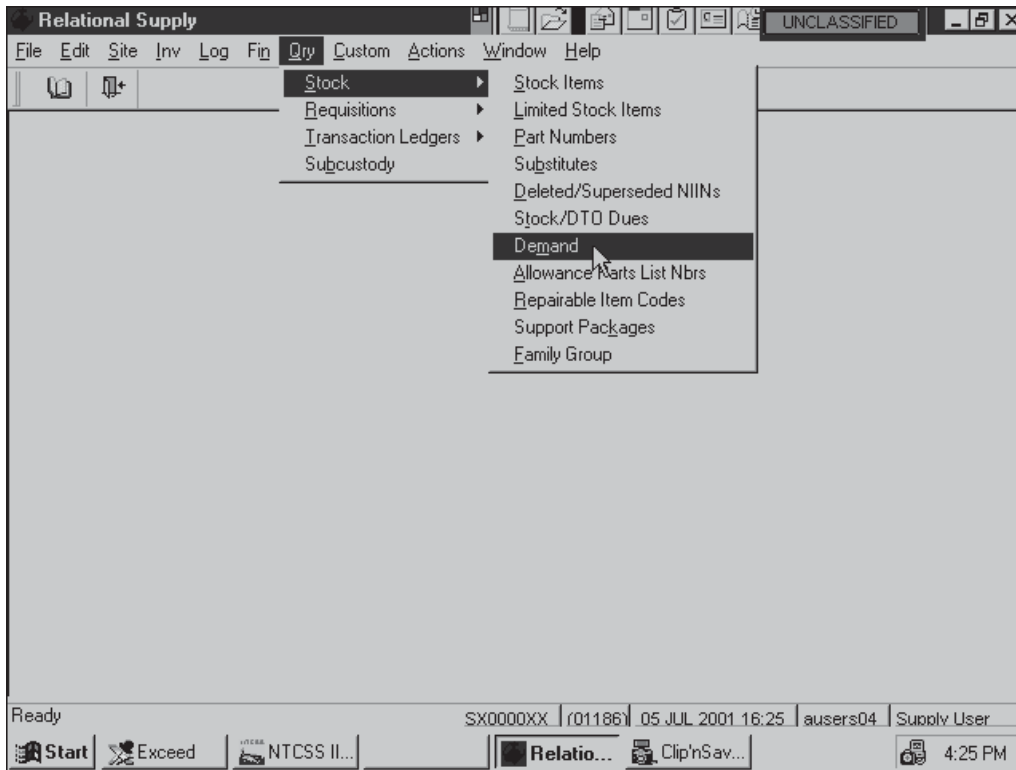
[2] **Other Group Box.** This includes the document number of every outstanding stock requisition for this item. It provides as well the quantity, UI, FC, priority, DC, EMV, COSAL, and NIIN for each requisition. In addition, it provides a total quantity due and the number of requisitions retrieved for this item.

(b) **DTO.** This option allows you to review the following data:

[1] **Common Group Box.** This includes Cog, MCC, unit of issue, nomenclature, ATC, EPI, UP, NUP, and total on-hand quantity.

[2] **Other Group Box.** This includes the document number of every outstanding DTO requisition for this item. It provides as well the quantity, UI, FC, priority, DC, EMV, and NIIN for each requisition. In addition, it provides a total quantity due and the number of requisitions retrieved for this item.

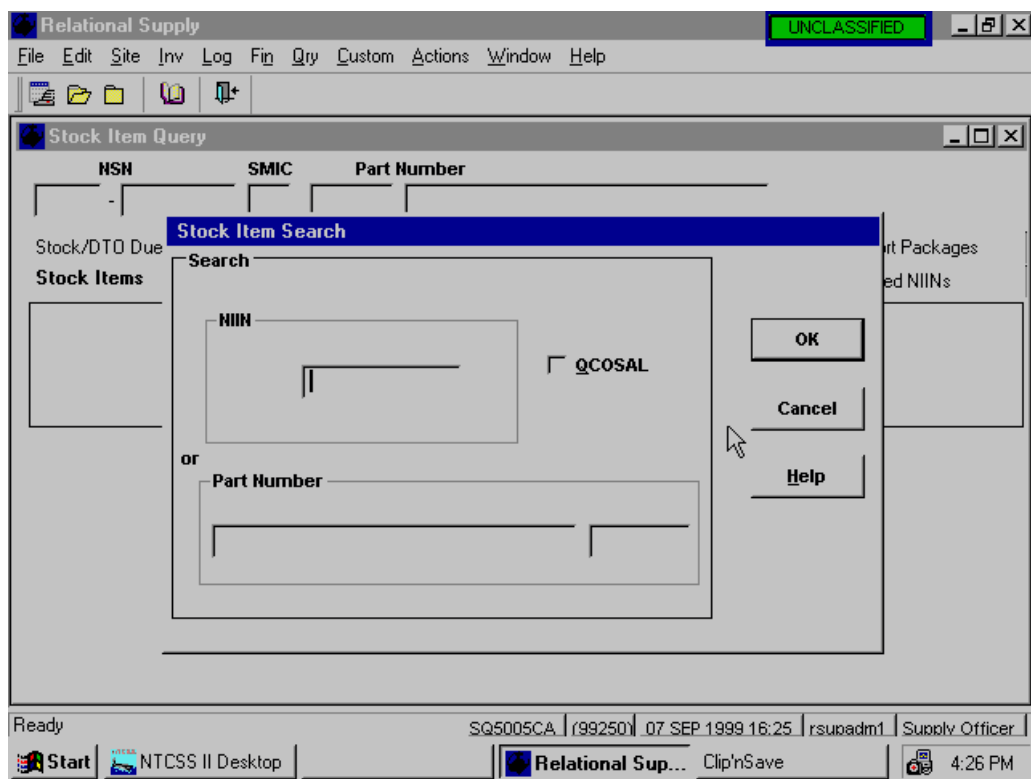
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



*RSpQry18.pcx*

## 8. Demand Option.

- a. **General.** This option allows you to review selected demand records on screen to verify month and year frequency (number of requests), and demand (total issue quantity or DTO requisition quantity) for the NIIN you entered. This process is enabled only after recording demands. The Demand Query Screen shows up to 24 months of surface demands.
- b. **To Process a Demand Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Demand Option.



qryb901.pcx

- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option

NOTE: The Demand Query Screen is for review only; no entries or modifications are necessary.

(5) **Step 5.** On the Demand Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Demand Option appears enabled or select it to do so.

(6) **Step 6.** Select one of the four options (tabs) that appear at the bottom of the screen and review data for the item in question as necessary.

(a) **Surface.** This option allows you to review the following data:

[1] **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)

[2] **Total Surface Group Box.** This includes the demand frequency and quantity, the number of issues, and the number of times the item was NIS or NC for a specific month and year. Use the scroll bar to view additional records.

qryb905.pcx

(b) **Aviation.** This option allows you to review the following data:

[1] **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)

[2] **Total Aviation Group Box.** This includes the demand frequency and quantity, the number of issues, and the number of times the item was NIS or NC for a specific month and year. Use the scroll bar to view additional records.

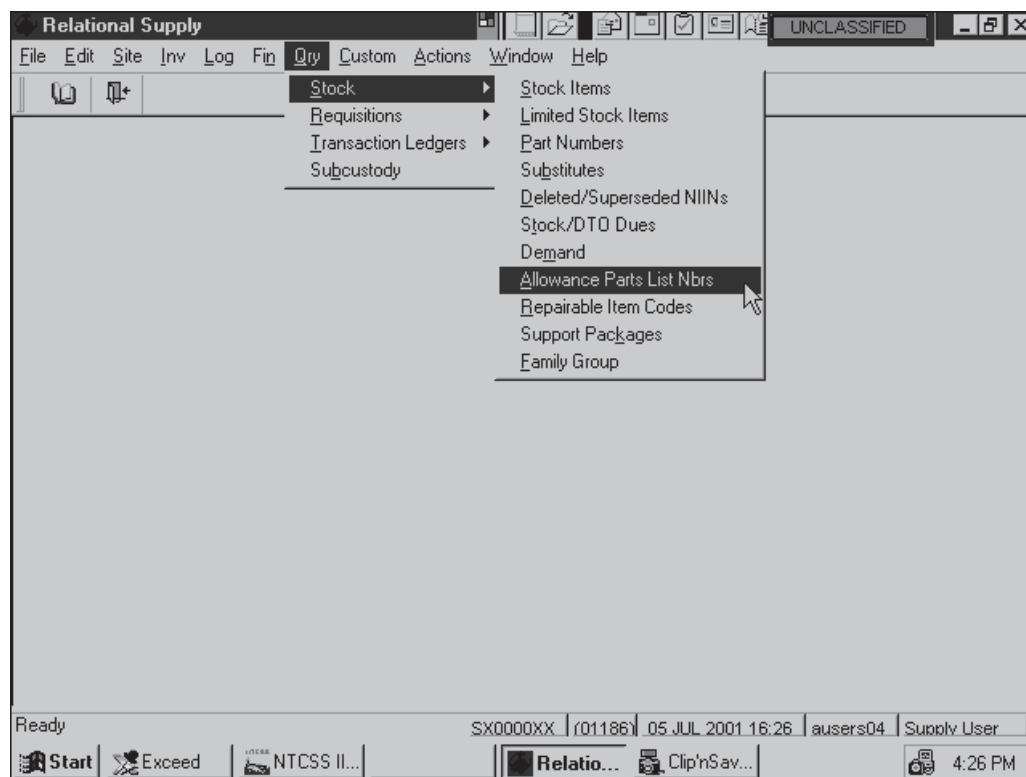
(c) **Q-COSAL.** This option allows you to review the following data:

[1] **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)

- [2] **Total COSAL Group Box.** This includes the demand frequency and quantity, the number of issues, and the number of times the item was NIS or NC for a specific month and year. Use the scroll bar to view additional records.

qryb906.pcx

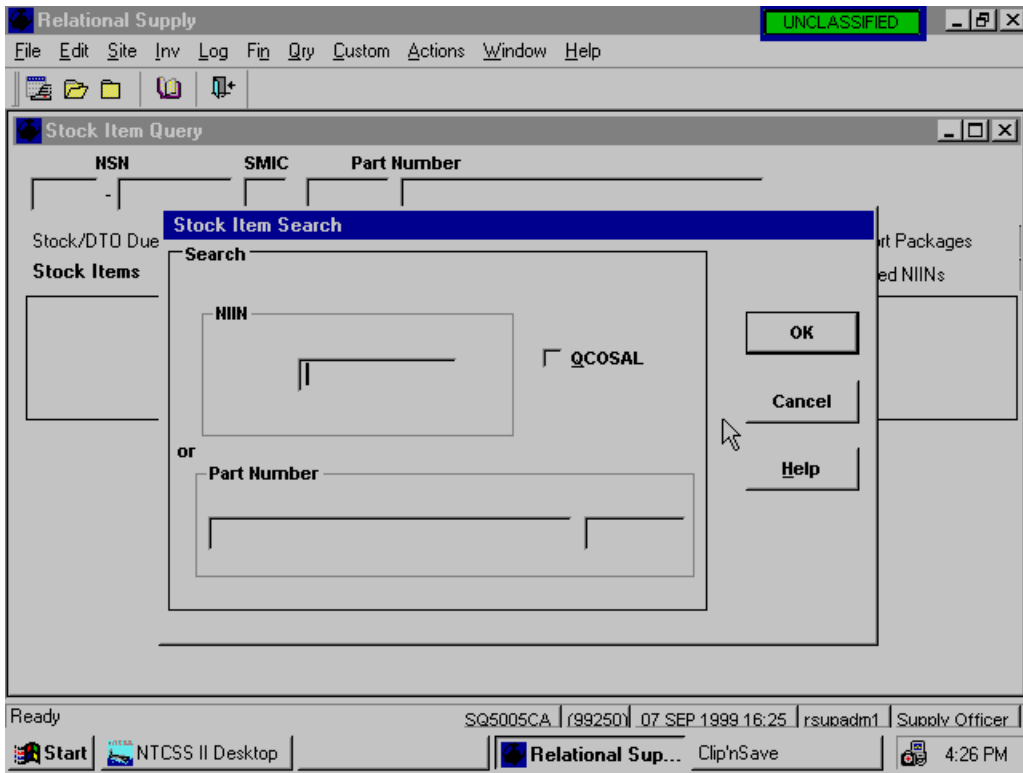
- (d) **SEAMART.** This option allows you to review month and year of demand, demand quantity, and demand frequency for the item in question.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



RSpQry19.pcx

## 9. Allowance Parts List Numbers Option.

- a. **General.** This option allows you to review on screen information on *allowance parts list* numbers associated with specific stock numbers for COSAL material. APLs exist for most equipment on board and for some of the major components within subject equipment. An APL lists all the repair parts for the equipment or component. The related APLs and their identification information will appear in the bottom half of the Allowance Parts List Query Screen.
- b. **To Process an APL Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Allowance parts List Nbrs. Option.



qryb901.pcx

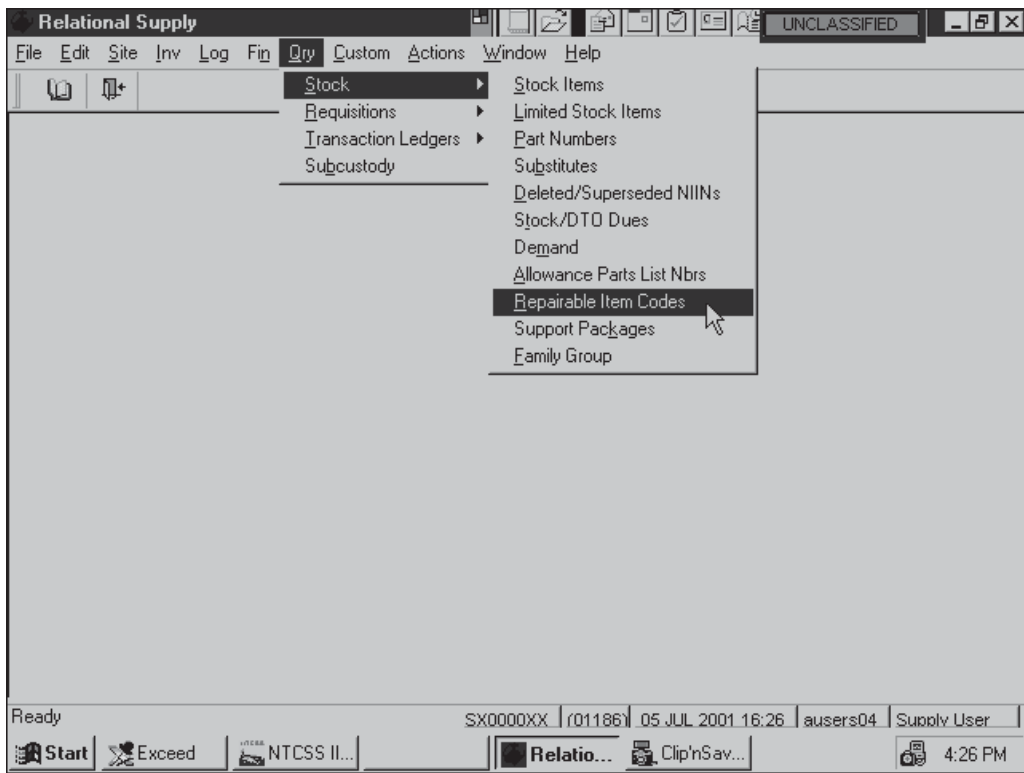
- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option.



**NOTE:** This screen is for review only, no entries or modifications are necessary.

qryb008.pcx

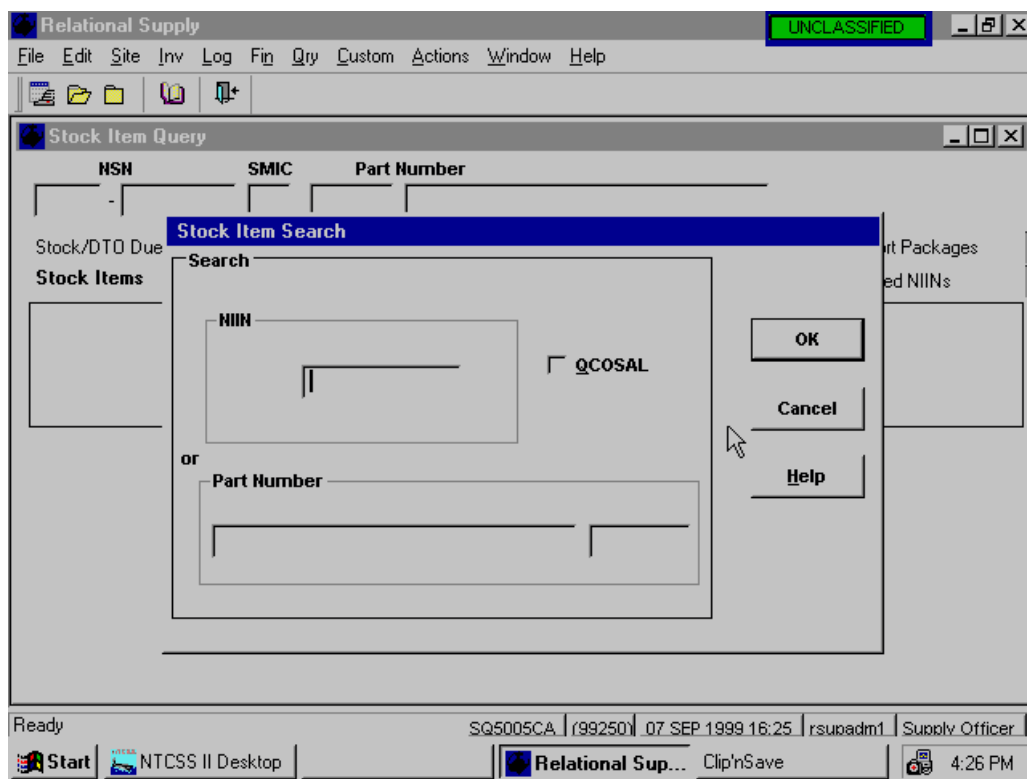
- (5) **Step 5.** On the Allowance Parts List Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Allowance Parts List Nbrs. Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, MCC, unit of issue, nomenclature, ATC, EPI, UP, NUP, and total on-hand quantity.
  - (b) **Other Group Box.** This includes every APL that lists the item in question. It also details the nomenclature of the APL, the quantity for each APL, equipment count, installed quantity, SM&R codes, and allowance note code.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



RSpQry20.pcx

**10. Repairable Item Codes Option.** This option allows you to review RIC information for a specific item. The step-by-step procedures for this process are as follows:

- a. **General.** This option allows you to review on screen information for *repairable identification codes* (RIC) cross-referenced to related stock numbers.
- b. **To Process an RIC Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Repairable Item Codes Option.



qryb901.pcx

- (3) **Step 3.** On the Stock Item Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option

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**Repairable Item Codes Query**

HSN: 5999 - SMIC: 002465870 Part Number: \_\_\_\_\_

Stock Items | Limited Stock Items | Part Numbers | Substitutes | Deleted/Superseded NIINs  
 Stock/DTO Dues | Demand | Allowance Part List Nbrs | **Repairable Item Codes** | Support Packages

Cog: 9N UI: EA Nomenclature: SHIELDING GASKET,EL  
 UP: 7.42 NUP: .00 Total OH Qty: 3 Location: 2904F3  
 RO: 20 RP: 12 MCC: Sub: NO SUBSTITUTES AVAILABLE.

RIC	Qty Per Appl	RIC Nomenclature	SM&Rs	Date
R206		Conversion	PA G Z Z	15 MAY 1998

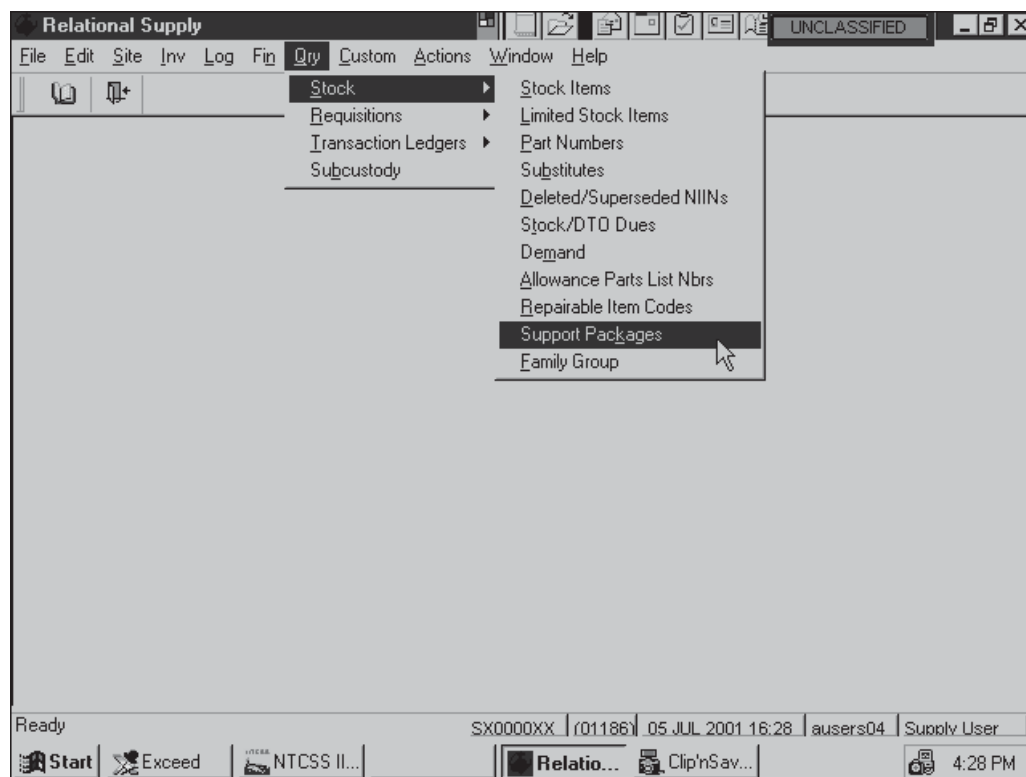
Ready SQ5045CX / (99237) 25.AUG.1999 17:14 / rsupadm6 Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 5:14 PM

NOTE: This screen is for review only; no entries or modification are necessary.

qryb009.pcx

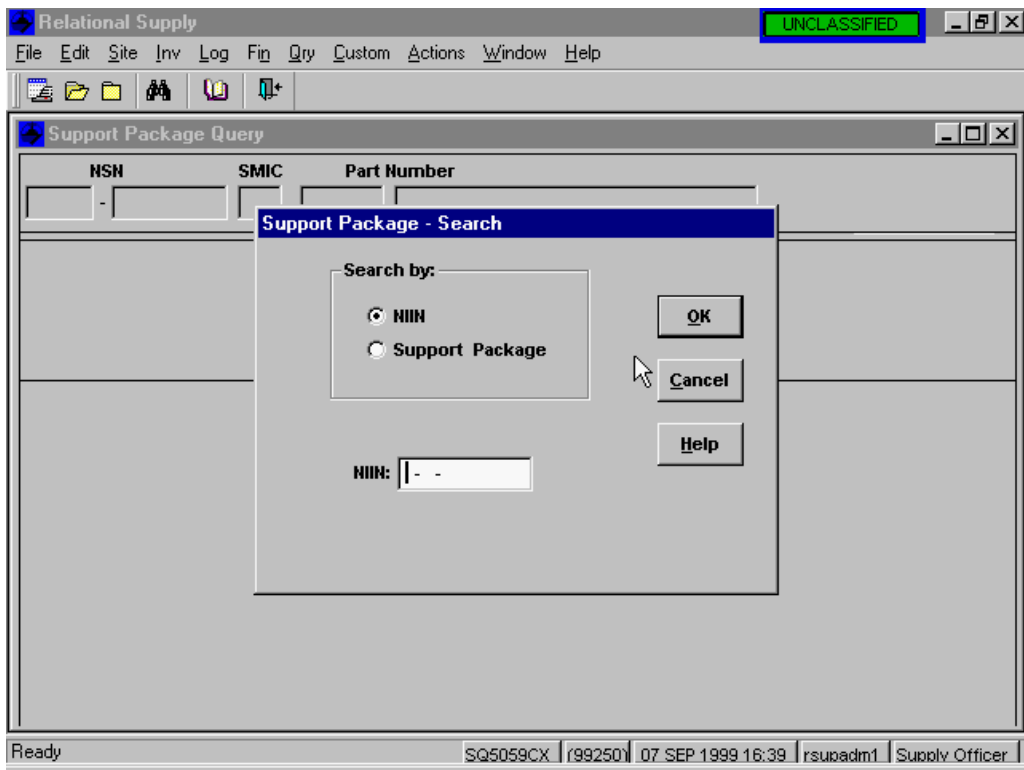
- (5) **Step 5.** On the Repairable Item Code Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Repairable Item Codes Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, unit of issue, nomenclature, ATC, UP, NUP, total on-hand quantity, location, RO, RP, substitute, and MCC. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Other Group Box.** This includes every RIC that applies to the item in question. It also details the quantity per application, nomenclature, SM&R codes, and applicable date.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.



RSpQry21.pcx

## 11. Support Package Option.

- a. **General.** This option allows personnel at USID C and M activities to review records in the Support Package Table, which contains a record of each individual stock-numbered item within each support package. Each support package has a six-position serial number related to the support package type and type and number of aircraft for easy identification.
- b. **To Process a Support Packages Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Support Packages Option.



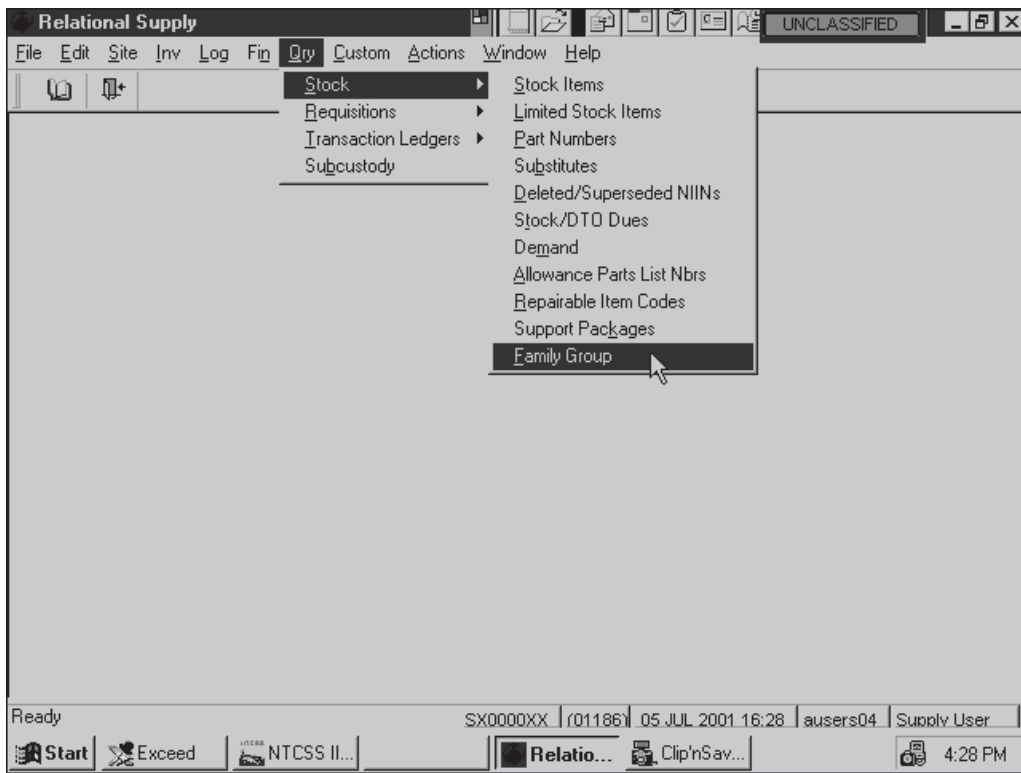
qryb907.pcx

- (3) **Step 3.** On the Support Package Search Screen, select the NIIN Option from the Search by Group Box.
- (4) **Step 4.** Enter the NIIN of the item that you wish to review and then the OK Option.

**NOTE:** The Support Packages Query Screen is for review only; no entries or modifications are necessary.

qryb010.pcx

- (5) **Step 5.** On the Support Packages Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Support Packages Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, unit of issue, nomenclature, UP, NUP, total on-hand quantity, location, RO, RP, MCC, and substitutes. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Other Group Box.** This includes the serial number for every package that this item supports. It also details the substitute indicator, parent, and status; the on-hand quantity, allowance, and inventory code for the support package; and deployed date and UIC.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.

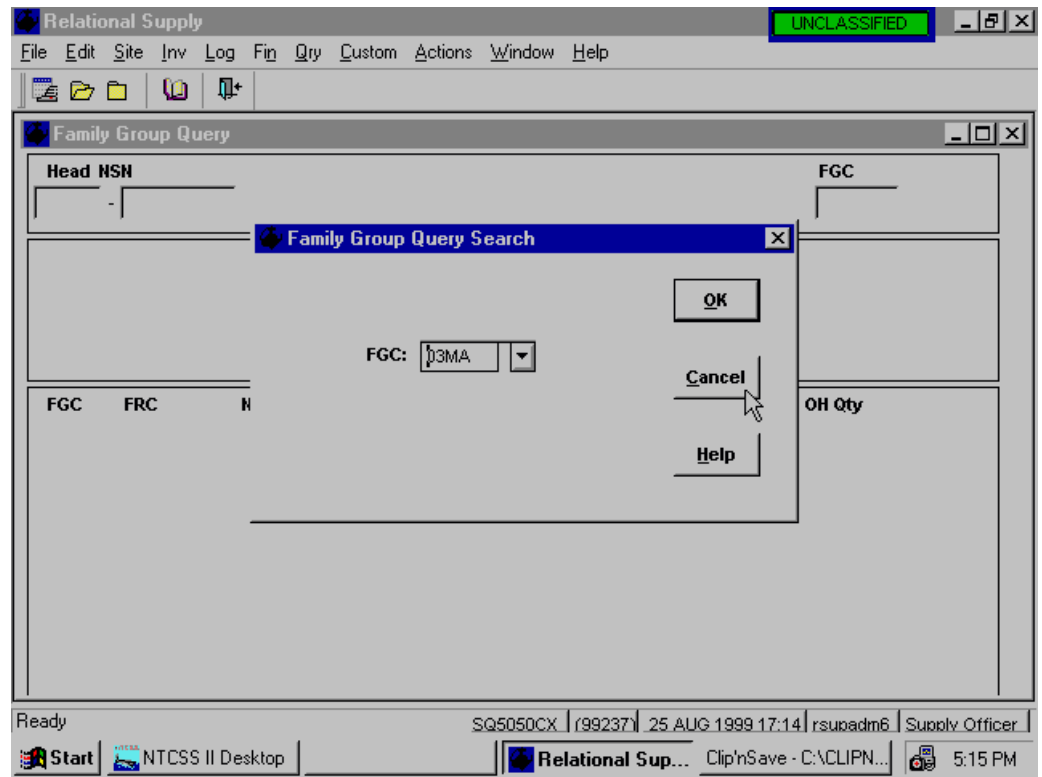


RSpQry22.pcx

## 12. Family Group Option.

- a. **General.** This option allows you to review on screen the NIINs associated with a specific *family group code* (FGC). The FRC identifies each NIIN as the *head* (H) of the group or as a *member* (M) of the group.
- b. **To Process a Family Group Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Stock Option.
  - (2) **Step 2.** On the Stock Submenu, select the Family Group Management Option.





qryb011.pcx

- (3) **Step 3.** On the Family Group Query Search Screen, enter the NIIN or part number of the item you wish to review to the appropriate data block on the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if it applies and then the OK Option

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Family Group Query

Head NSN: 1650 - 004183158 FGC: 03MA

Cog: 7R UI: EA Nomenclature: SERVOVALVE,HYDRAULI

UP: 31,810.00 NUP: 7,350.00 Total OH Qty: 1 Location: A6BB04

RO: 1 RP: 0 MCC: E Subs: 003490087

FGC	FRC	NIIN	Nomenclature	UI	OH Qty
03MA	H	004183158	SERVOVALVE,HYDRAULI	EA	1
03MA	M	003490087	SERVOVALVE,HYDRAULI	EA	0

Retrieving Data ... SQ5055CX / r99237 / 25.AUG.1999 17:15 / rsupadm6 / Supply Officer

Start NTCSS II Desktop Relational Sup... Clip'nSave - C:\CLIPN... 5:15 PM

qryb012.pcx

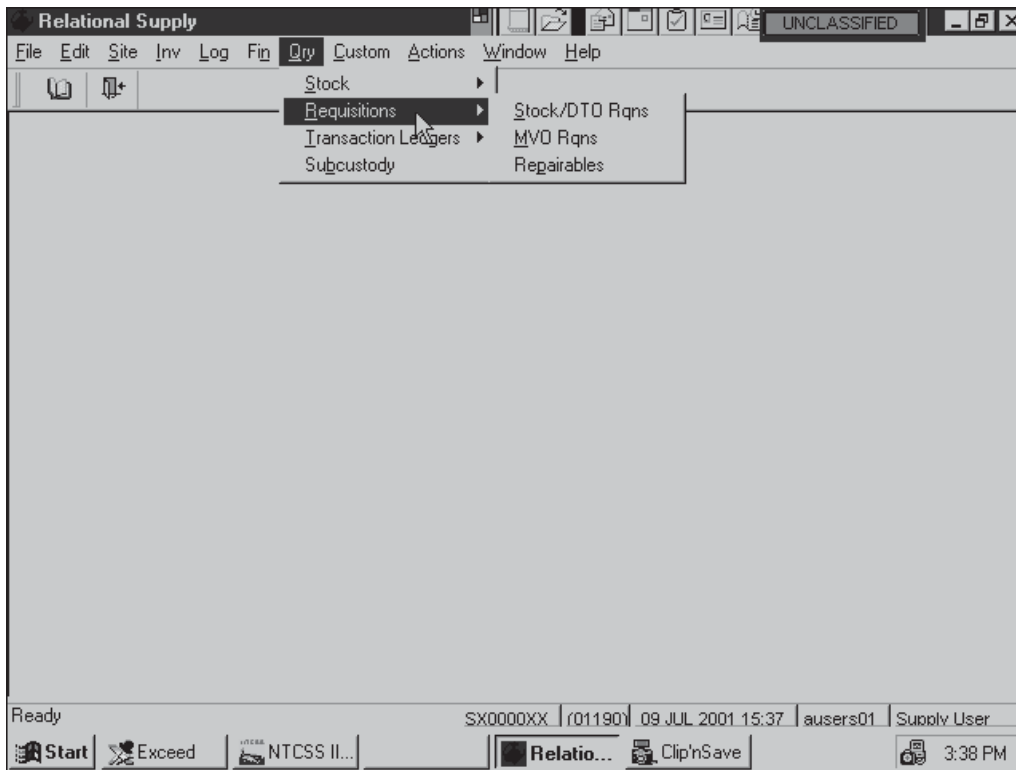
- (5) **Step 5.** On the Family Group Query Screen, a series of eleven options (tabs) will appear at the top of the screen. For this process, ensure the Family Group Management Option appears enabled or select it to do so.
- (6) **Step 6.** Review data as necessary for the item in question in the following:
  - (a) **Common Group Box.** This includes Cog, UI, nomenclature, UP, NUP, total on-hand quantity, location, RO, RP, MCC, and substitutes. Select the down arrow that appears next to the Location Data Block to view all locations that apply. Select the down arrow that appears next to the Substitutes Data Block to view the NIIN for each substitute and interchangeable item. (This does not take into consideration the COSAL of the item in review.)
  - (b) **Other Group Box.** This includes the FGC, FRC, NIIN, nomenclature, UI, and on-hand quantity for every item in this category.
- (7) **Step 7.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.

c. **Business Rules.** NALCOMIS provides and maintains FGC and FRC information through the ALT-NIIN process. The system then passes this information to RSupply by accessing the following options in turn: Site>Magagement>Site Internal>Batch Job Scheduling>Predefined Parameters>Alternate NIIN.

- (1) RSupply does not verify FGC and FRC information that passes from NALCOMIS to ensure FGC and FRC integrity.
- (2) You can modify FGC and FRC information in RSupply by accessing the following options in turn: Inventory>Stock Item>Maintain Stock Items. However, the system will refresh FGC and FRC information each time it passes from NALCOMIS.

## C. REQUISITIONS OPTION

1. **General.** This option allows you to review all file information for a specific requisition.



RSpQry49.pcx

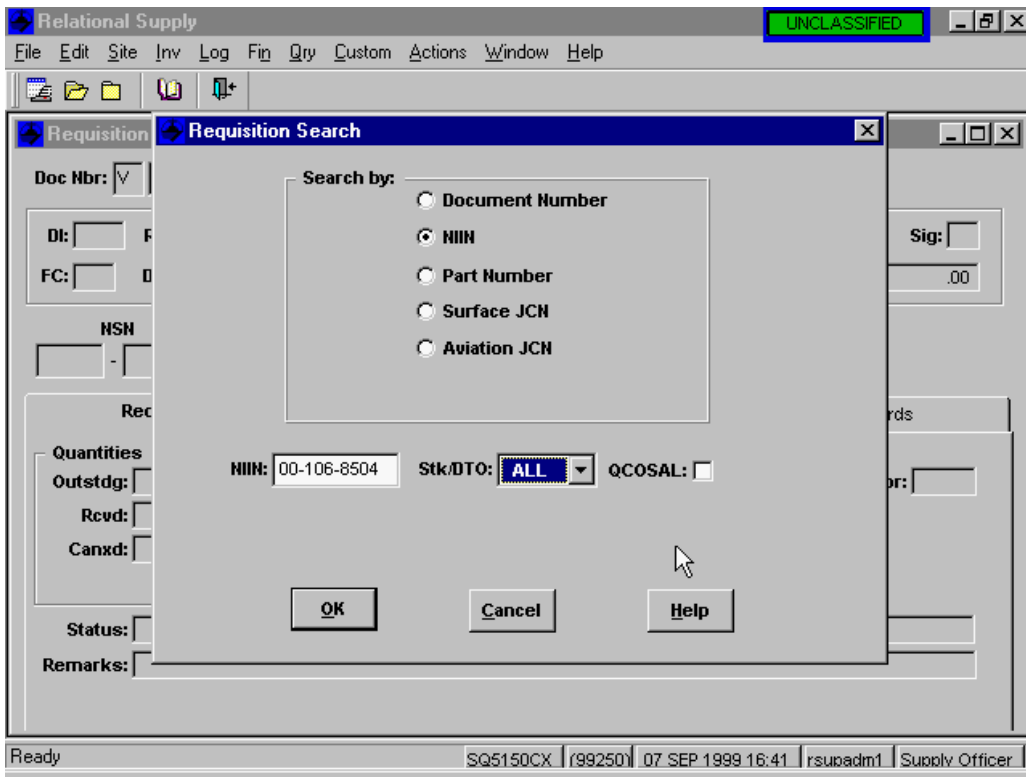
### 2. Stock/DTO Requisitions Option.

- a. **General.** This option allows you to review on screen information for the *stock due* NIIN that you entered and the COSAL or *part number* you entered to the Stock Item Search Screen. The related *stock and DTO* requisitions will appear on the bottom half of the Requisitions Screen.
- b. **To process a Stock/DTO Dues Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Requisitions Option.
  - (2) **Step 2.** On the Requisitions Submenu, select the Stock/DTO Rqns. Option.

- (3) **Step 3.** On the Requisition Search Screen, select one of the following options from the Search By Group Box:

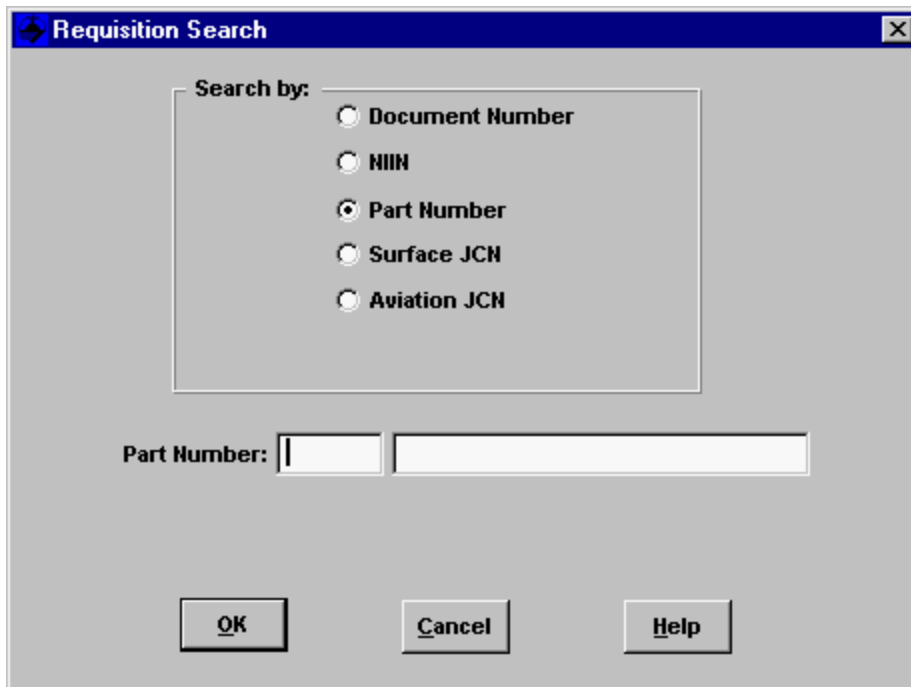
qryb909.pcx

- (a) **Document Number.** This option allows you to select to search for a requisition by providing the document number.



qryb910.pcx

- (b) **NIIN.** This option allows you to select to search for a requisition by providing the national item identification number.



qrym001.pcx

- (c) **Part Number.** This option allows you to select to search for a requisition by providing the part number.

FOR EXAMPLE: If you selected the Document Number Option in Step 3, enter the service designator, UIC, Julian date, serial number, and suffix code, if available

The dialog box is titled "Requisition Search". It contains a "Search by:" section with five radio button options: Document Number, NIIN, Part Number, Surface JCN (which is selected), and Aviation JCN. Below this section, there is a label "Surface JCN:" followed by three input fields. The first field contains the text "21412". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

qrym002.pcx

(d) **Surface JCN.** This option allows you to select to search for a requisition by providing the surface job control number.

The dialog box is titled "Requisition Search". It contains a "Search by:" section with five radio button options: Document Number, NIIN, Part Number, Surface JCN, and Aviation JCN (which is selected). Below this section, there is a label "Aviation JCN:" followed by four input fields. The first field contains the text "1". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

qrym003.pcx

(e) **Aviation JCN.** This option allows you to select to search for a requisition by providing the aviation job control number.

(4) **Step 4.** Enter the appropriate information to the proper data blocks for the option you selected in the previous step.

(5) **Step 5.** Select the OK Option to continue.

**NOTE:** The Stock/DTO Dues Query Window is for review only; no entries or modifications are necessary.

(6) **Step 6.** Review data as necessary for the item in question in the following common data blocks: document number and suffix code. This area also includes DI, RI, M&S, unit of issue, quantity, DC, supplementary address, signal code, FC, distribution code, Cog, project code, priority, RDD, advice code, and unit price. In addition, it provides the following data: NSN, SMIC, and part number, if applicable.

(7) **Step 7.** Select one of the three options (tabs) that appear at the bottom of the screen and review data for the item in question as necessary.

(a) **Requisition Information.** This option allows you to review data in the following:

[1] **Quantities Group Box.** This includes outstanding, received, and canceled quantities for the requisition in question.

[2] **Dates Group Box.** This includes approved, released, ROB, and completed dates for the requisition in question.

[3] **Other Data.** This includes EMV, JCN, department, division, work center, transmittal number, status, nomenclature, and remarks.



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**Requisition**

Doc Nbr: N 03365 1077 1040 Suffix: Suffixed records exist

DI: A0A RI: N32 M&S: S UI: EA Qty: 15 DC: N Supp Add: Sig: C

FC: QU Dist: G Cog: 9N Prj Cd: EE3 Pri: 12 RDD: Adv Cd: UP: 4.08

NSN SMIC Part Number

5999 - 002465870 50744 SC1811210-004

Requisition Info **Status** Suffixed Records

Latest Status as of Transaction Date: 20 MAR 2001

DI	Sfx	RI	NSN	UI	Qty	Trans Date	Status Code	RI To	ESD/RDD	Rvrsl	Status Code Interpreted
AE1	A	Q18	5999-00-246-5870	EA	5	01079	BA	Q18	01092	<input type="checkbox"/>	In-Process
AE1	E	NINZ	5999-00-246-5870	EA	10	01079	BM	S9E		<input type="checkbox"/>	Referred

Ready SQ5113CB (r01186) 05 JUL 2001 16:30 ausers04 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 4:30 PM

RSpQry23.pcx

- (b) **Status.** This option includes DI, RI, NSN, unit of issue, quantity, supplementary address, status code, RI to data, ESD/RDD, reversal data, and an interpretation of the status code. (This is the latest status as of the transaction date that appears on the screen.)

- (c) **Suffixed Records.** This option allows you to review all suffixed requisitions that apply to this item.

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**Requisition**

Doc Nbr: N 03365 1077 1040 Suffix: Suffixed records exist

DI: A0A RI: N32 M&S: S UI: EA Qty: 15 DC: N Supp Add: Sig: C

FC: QU Dist: G Cog: 9N Prj Cd: EE3 Pri: 12 RDD: Adv Cd: UP: 4.08

NSN SMIC Part Number

5999 - 002465870 50744 SC1811210-004

Requisition Info	Status	Suffixed Records
A0A Q18 S 5999 002465870 EA 5 N 03365 1077 1040 A	C QU G 9N EE3 12	\$ 4.08
A0A NNZ S 5999 002465870 EA 10 N 03365 1077 1040 E	C QU G 9N EE3 12	\$ 4.08

Ready SQ5113CC r01186 05 JUL 2001 16:30 ausers04 Supply User

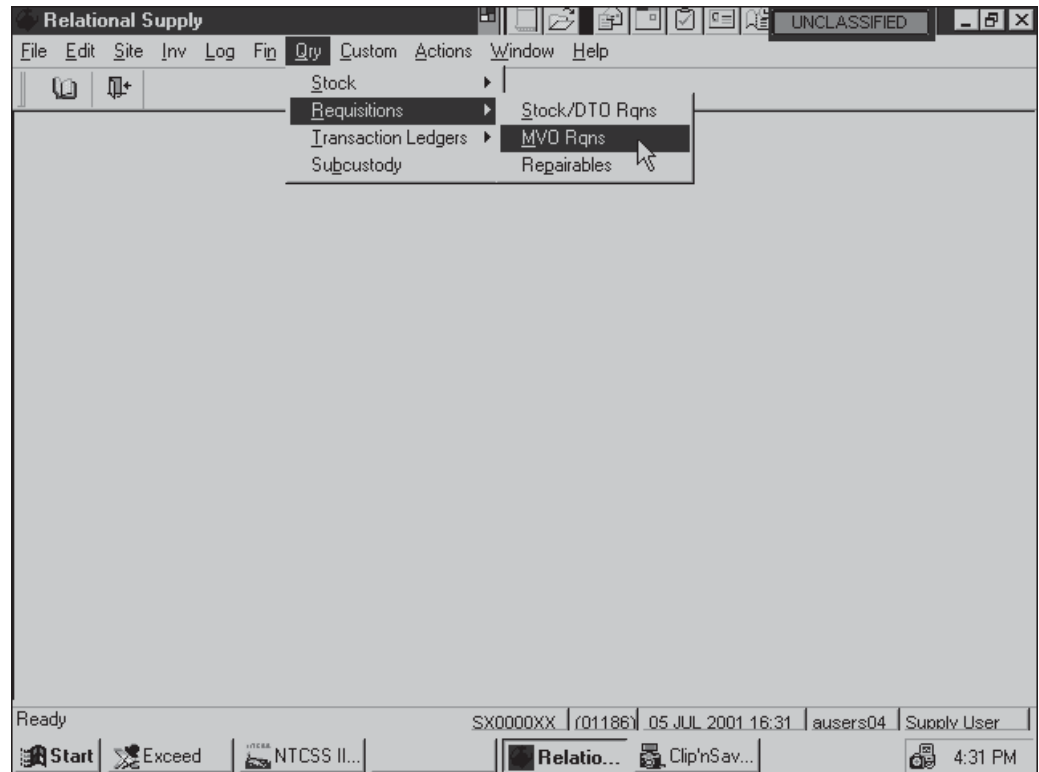
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RSpQry24.pcx

- (8) **Step 8.** Select the Next Requisition Option (right arrow) from the Icon Menu Bar to review the next requisition on file. You also can select the Previous Requisition Option (left arrow) to review the requisition that precedes the one that appears on the screen.
- (9) **Step 9.** Select the Apply Option from the Icon Menu Bar to finalize this process. Depending on the size of the report, it may appear on the screen or the system may forward it for batch processing.
- (10) **Step 10.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

### 3. To Process an MVO Requisitions Query.

- a. **General.** The Money Value Only Requisitions (MVO Rqns.) Option allows you to search for MVO material by document number, MVO description, make, vendor, division, or MVO type.



*RspQry25.pcx*

- b. **Procedures.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** Select the **Requisitions** Option from the Query Submenu to initiate this process.

- (2) **Step 2.** Select one of the *following* options within the Search By Group Box from the Requisition Search - MVO Screen:

RspQry36.pcx

- (a) **Document Number.** Select this option to search for a particular record by its document number. Then enter the appropriate serial number, Julian date, and suffix code, if applicable.

Relational Supply

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Requisition Search - MVO

Requisition

Doc Nbr: [V]

DI: [F]

FC: [D]

NSH

Rec

Quantities

Outstdg: [ ]

Rcvd: [ ]

Canxd: [ ]

Status: [ ]

Remarks: [ ]

Search by:

☐ Document Number

☒ Description

☐ Make

☐ Vendor

☐ Division

☐ MVO Type

Description: [ ]

☒ Exact Match

Date Range

From: [JUL 1998] To: [AUG 2001]

OK Cancel Help

Ready

SQ5151CX [r01187] 06 JUL 2001 09:07 ausers01 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 9:07 AM

RspQry39.pcx

- (b) **Description.** Select this option to search for a particular record by its description. Then enter a short description in the appropriate data block and select the Exact Match Option, if applicable. Also, enter the appropriate values to the From and To data blocks within the Date Range Group Box.

**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisition Search - MVO**

**Search by:**

- ☐ Document Number
- ☐ Description
- ☒ Make
- ☐ Vendor
- ☐ Division
- ☐ MVO Type

**Make:** \_\_\_\_\_ ☒ Exact Match

**Date Range**

**From:** JUL 1998 **To:** AUG 2001

**OK** **Cancel** **Help**

**Requisition**

**Doc Nbr:** [V] \_\_\_\_\_

**DI:** [F] \_\_\_\_\_

**FC:** [D] \_\_\_\_\_

**NSH** [ ] \_\_\_\_\_

**Rec** [ ] \_\_\_\_\_

**Quantities**

**Outstdg:** [ ] \_\_\_\_\_

**Rcvd:** [ ] \_\_\_\_\_

**Canxd:** [ ] \_\_\_\_\_

**Status:** [ ] \_\_\_\_\_

**Remarks:** [ ] \_\_\_\_\_

Ready SQ5151CX / (01187) 06 JUL 2001 09:07 sausers01 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 9:08 AM

RSpQry40.pcx

- (c) **Make.** Select this option to search for a particular record by its make. Then enter the make of the item in the appropriate data block and select the Exact Match Option, if applicable. Also, enter the appropriate values to the From and To data blocks within the Date Range Group Box.

Relational Supply

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Requisition Search - MVO

Search by:

- ☐ Document Number
- ☐ Description
- ☐ Make
- ☒ Vendor
- ☐ Division
- ☐ MVO Type

Vendor: \_\_\_\_\_ ☒ Exact Match

Date Range

From: JUL 1998 To: AUG 2001

OK Cancel Help

Doc Nbr: [V] [ ]

DI: [ ] F

FC: [ ] D

NSH [ ] -

Rec [ ]

Quantities

Outstdg: [ ]

Rcvd: [ ]

Canxd: [ ]

Status: [ ]

Remarks: [ ]

Ready SQ5151CX r01187 06 JUL 2001 09:08 ausers01 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 9:08 AM

RspQry41.pcx

- (d) **Vendor.** Select this option to search for a particular record by the name of the vendor. Then enter the name of the vendor in the appropriate data block and select the Exact Match Option, if applicable. Also, enter the appropriate values to the From and To data blocks within the Date Range Group Box.

*RspQry42.pcx*

- (e) **Division.** Select this option to search for a particular record by the division. Then enter the division code in the appropriate data block and enter the appropriate values to the From and To data blocks within the Date Range Group Box.



The screenshot displays the 'Relational Supply' application window. A 'Requisition Search - MVO' dialog box is open, allowing users to search for requisitions by various criteria. The 'Search by:' section includes radio buttons for 'Document Number', 'Description', 'Make', 'Vendor', 'Division', and 'MVO Type' (which is currently selected). Below this, a 'Date Range' section contains 'From:' and 'To:' date pickers, with 'JUL 1998' and 'AUG 2001' respectively. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. The background window shows the 'Requisition' screen with fields for 'Doc Nbr', 'DI', 'FC', 'NSM', 'Rec', 'Quantities', 'Outstdg', 'Rcvd', 'Canxd', 'Status', and 'Remarks'. The Windows taskbar at the bottom indicates the system is ready, with a clock showing 9:09 AM.

RspQry43.pcx

- (f) **MVO Type.** Select this option to search for a particular record by its MVO type. Then, select one of the following types: Material, Servmart, One-time Service, or Continuing Service. Also, enter the appropriate values to the From and To data blocks within the Date Range Group Box.
- (3) **Step 3.** Select the **OK** Option to continue. The Requisition Screen will appear.

- (4) **Step 4.** Select one of the *following* options (tabs) and review the data for the record you selected:

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File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisition**

Doc Nbr: V 03365 9274 6893 Suffix: Suffixed records exist

DI: AOE RI: NNZ M&S: S UI: EA Qty: 15 DC: R Supp Add: Sig: A

FC: DC Dist: Cog: 9G Prj Cd: EP5 Pri: 13 RDD: Adv Cd: UP: 5,000.00

MVO Description: IMPAC

**Requisition Info** Status Suffixed Records MVO Details

**Quantities**

Outstdg: 0

Rcvd: 6

Canxd: 0

**Dates**

Aprvd: 01 Oct 1999

Relsd: 01 Oct 1999

ROB:

Comp: 25 Jan 2001

EMV: 315,447.21

Transmtl Nbr:

JCN:

Dept: V Div: 68 WC:

Status: Obligation Adjustment

MVO Type: Material

Remarks:

Ready SQ5113CA r01187 06 JUL 2001 09:09 ausers01 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 9:09 AM

RspQry44.pcx

- (a) **Requisition Info.** Select this option (tab) to review the following data: outstanding, received, and canceled quantities; approved, released, ROB, and completed dates; EMV; JCN; division; workcenter; and MVO type.

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File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisition**

Doc Nbr: V 03365 9274 6893 Suffix: Suffixed records exist

DI: AOE RI: NNZ M&S: S UI: EA Qty: 15 DC: R Supp Add: Sig: A

FC: DC Dist: Cog: 9G Prj Cd: EP5 Pri: 13 RDD: Adv Cd: UP: 5,000.00

MVO Description: IMPAC

Requisition Info **Status** Suffixed Records MVO Details

Latest Status as of Transaction Date: 19 JUL 2000

DI	Sfx	RI	NSN	UI	Qty	Trans Date	Status Code	RI To	ESD/ RDD	Rvrsl	Status Code Interpreted
X78			- - -	EA	15	00201				<input type="checkbox"/>	Obligation Adjustment
X78		NNZ	- - -	EA	15	00169				<input type="checkbox"/>	Obligation Adjustment
X78		NNZ	- - -	EA	15	00169				<input type="checkbox"/>	Obligation Adjustment
X78		NNZ	- - -	EA	15	00169				<input type="checkbox"/>	Obligation Adjustment
X78		NNZ	- - -	EA	15	00169				<input type="checkbox"/>	Obligation Adjustment

Ready SQ5113CB r01187 06 JUL 2001 09:09 ausers01 Supply User

Start Exceed NTCSS II... Relatio... CliphSav... 9:10 AM

RspQry45.pcx

- (b) **Status.** Select this option (tab) to review the following data: document identifier, suffix code, routing identifier, NSN, UI, quantity, transaction date, status code, RI to, ESD or RDD, reversal indicator, and status description. The data will appear for applicable records as of the date that appears on the screen.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisition**

Doc Nbr: V 03365 9274 6893 Suffix: Suffixed records exist

DI: AOE RI: NNZ M&S: S UI: EA Qty: 15 DC: R Supp Add: Sig: A  
 FC: DC Dist: Cog: 9G Prj Cd: EP5 Pri: 13 RDD: Adv Cd: UP: 5,000.00

MVO Description: IMPAC

Requisition Info	Status	Suffixed Records	MVO Details
AOE NNZ S	EA	1 V 03365 9274 6893 A	A DC 9GEP5 13 \$ 86,442.12
AOE NNZ S	EA	1 V 03365 9274 6893 B	A DC 9GEP5 13 \$ 92,813.24
AOE NNZ S	EA	1 V 03365 9274 6893 C	A DC 9GEP5 13 \$ 105,504.00
AOE NNZ S	EA	1 V 03365 9274 6893 D	A DC 9GEP5 13 \$ 123,524.00
AOE NNZ S	EA	1 V 03365 9274 6893 E	A DC 9GEP5 13 \$ 122,247.00
AOE NNZ S	EA	1 V 03365 9274 6893 F	A DC 9GEP5 13 \$ 120,892.00
AOE NNZ S	EA	1 V 03365 9274 6893 G	A DC 9GEP5 13 \$ 103,691.00
AOE NNZ S	EA	1 V 03365 9274 6893 I	A DC 9GEP5 13 \$ 5,000.00

Ready SQ5113CC / r01187 06 JUL 2001 09:09 ausers01 Supply User

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RspQry46.pcx

- (c) **Suffixed Records.** Select this option (tab) to review the following data: document identifier, routing identifier, suffix code, unit of issue, quantity, document number, fund code, Cog, project code, priority designator, and EMV.

**NOTE:** This option appears enabled only if suffixed records exist.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisition**

Doc Nbr: 03365 9274 6893 Suffix: Suffixed records exist

DI: A0E RI: NNZ M&S: S UI: EA Qty: 15 DC: R Supp Add: Sig: A

FC: DC Dist: Cog: 9G Prj Cd: EP5 Pri: 13 RDD: Adv Cd: UP: 5,000.00

MVO Description: IMPAC

Requisition Info | Status | Suffixed Records | **MVO Details**

Catalog Nbr: Make: Series:

Catalog Date: Model: Serial Nbr:

Size: Tech Man Nbr:

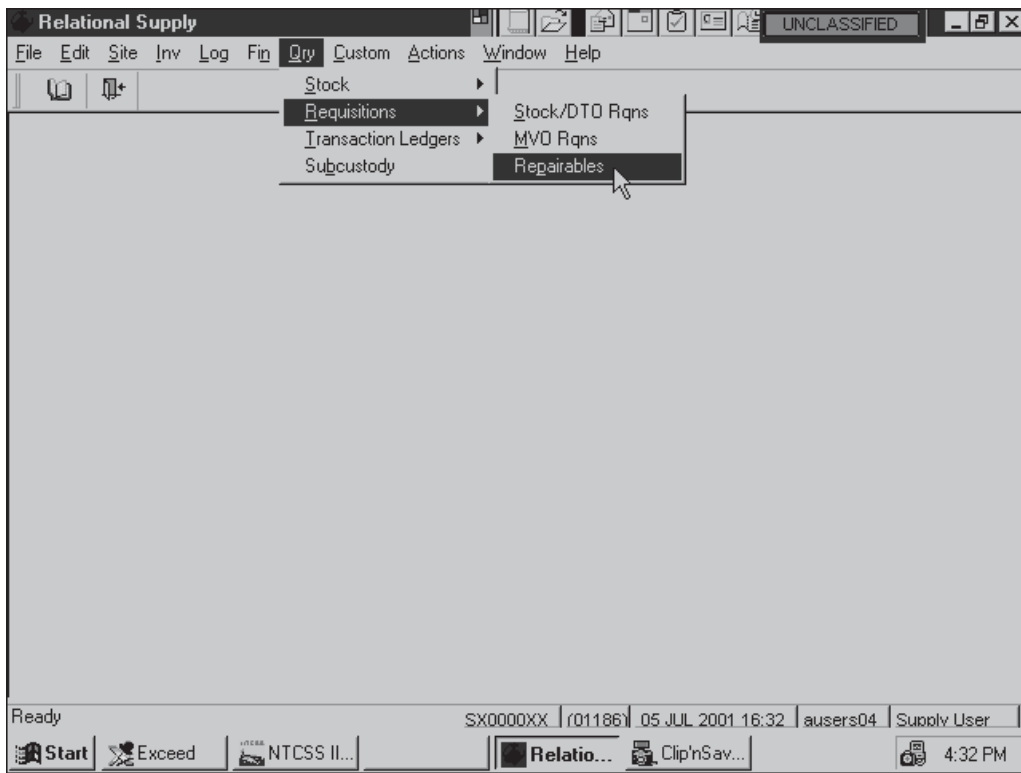
Color: Vendor:

Ready SQ5113CD r01187 06 JUL 2001 09:10 ausers01 Supply User

Start Exceed NTCSS II... Relatio... Clip'n Sav... 9:10 AM

RspQry47.pcx

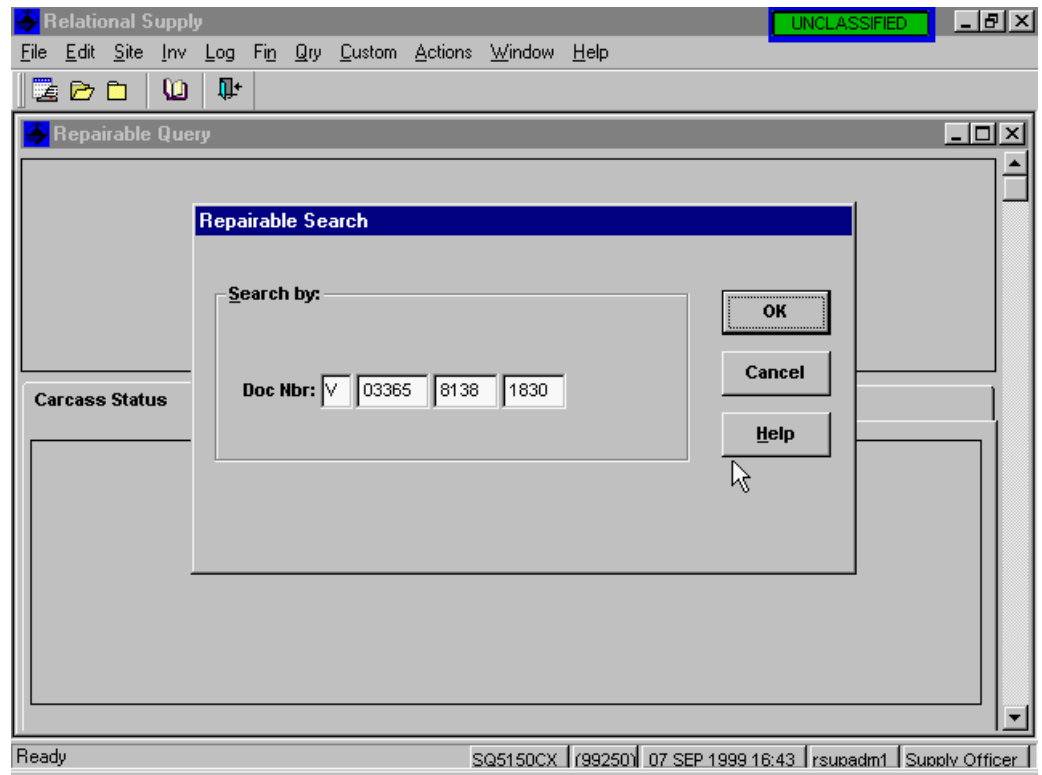
- (d) **MVO Details.** Select this option (tab) to review the following data: catalog number and date, make, model, size, color, series, serial number, technical manual number, and vendor.
- (5) **Step 5.** Select the *Next Requisition* Option (right arrow) from the Icon Menu Bar to review the next requisition on file. You also can select the *Previous Requisition* Option (left arrow) to review the requisition that precedes the one that appears on the screen.
- (6) **Step 6.** Select the *New Request* Option from the Icon Menu Bar to initiate another query or the *Close Screen* Option to exit from this process.



*RSpQry26.pcx*

#### 4. Repairables Option.

- a. **General.** This option allows you to review carcass-status, turn-in document, and carcass-shipping issue transactions for repairable items.
- b. **To Process a Repairables Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Requisition Option.
  - (2) **Step 2.** On the Requisitions Submenu, select the Repairables Option.



qryb914.pcx

- (3) **Step 3.** On the Repairable Search Screen, enter the document number of the item you wish to review and then select the OK Option to continue.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Repairable Query**

Doc Nbr: 03365 8138 1830 UI: EA Qty: 1 SuppAdd: YA3K04  
 FC: QZ Cog: 7R Adv Cd: 5D  
 Turn-in Doc Nbr: NSN: 6605 004358931 Dept: 3 Div: WC:

Carcass Status Carcass Turn-in Carcass Shipment

A0AN32S6605004358931EYEA000010336581381830YA3K04CQZ 7REE006 5D

Ready SQ5115CA (99250) 07 SEP 1999 16:44 rsupadm1 Supply Officer

qryb915.pcx

**NOTE:** The Repairable Query Screen is for display only; no entries or modifications are necessary.

- (4) **Step 4.** On the Repairable Query Screen, review data as necessary for the item in question in the following common data blocks: document number, unit of issue, quantity, supplementary address, FC, Cog, advice code, turn-in document number, MCC, NSN, department, division, and work center.
- (5) **Step 5.** Select one of the three options (tabs) that appear at the bottom of the screen and review data for the item in question as necessary.
  - (a) **Carcass Status.** This option allows you to review status information for the carcass in question.



**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Repairable Query**

Doc Nbr: 03365 8138 1830 UI: EA Qty: 1 SuppAdd: YA3K04  
 FC: QZ Cog: 7R Adv Cd: 5D  
 Turn-in Doc Nbr: NSN: 6605 004358931 Dept: 3 Div: WC:

Carcass Status Carcass Turn-in Carcass Shipment

Turn-in Doc Nbr: Response Code: Turn-in NSN: - -

Department Turn-in

Turn-in Date: 00001 Quantity: 1 Condition:

Ready SQ5115CB (99250) 07 SEP 1999 16:44 rsupadm1 Supply Officer

qryb916.pcx

- (b) **Carcass Turn-in.** This option allows you to review data in the following data blocks: turn-in document number, response code, and turn-in NSN. Review the turn-in date and quantity in the Department Turn-in Group Box.

**Relational Supply** UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Repairable Query**

Doc Nbr: 03365 8138 1830 UI: EA Qty: 1 SuppAdd: YA3K04  
 FC: QZ Cog: 7R Adv Cd: 5D  
 Turn-in Doc Nbr: NSN: 6605 004358931 Dept: 3 Div: WC:

Carcass Status Carcass Turn-in Carcass Shipment

Shipped Doc Nbr: Response Code: Turn-in NSN: - -

Carcass Shipment

Ship Date: 00001 Shipment Priority: Condition: Transhipper:  
 TCN: Mode Of Shipment: Ship To:

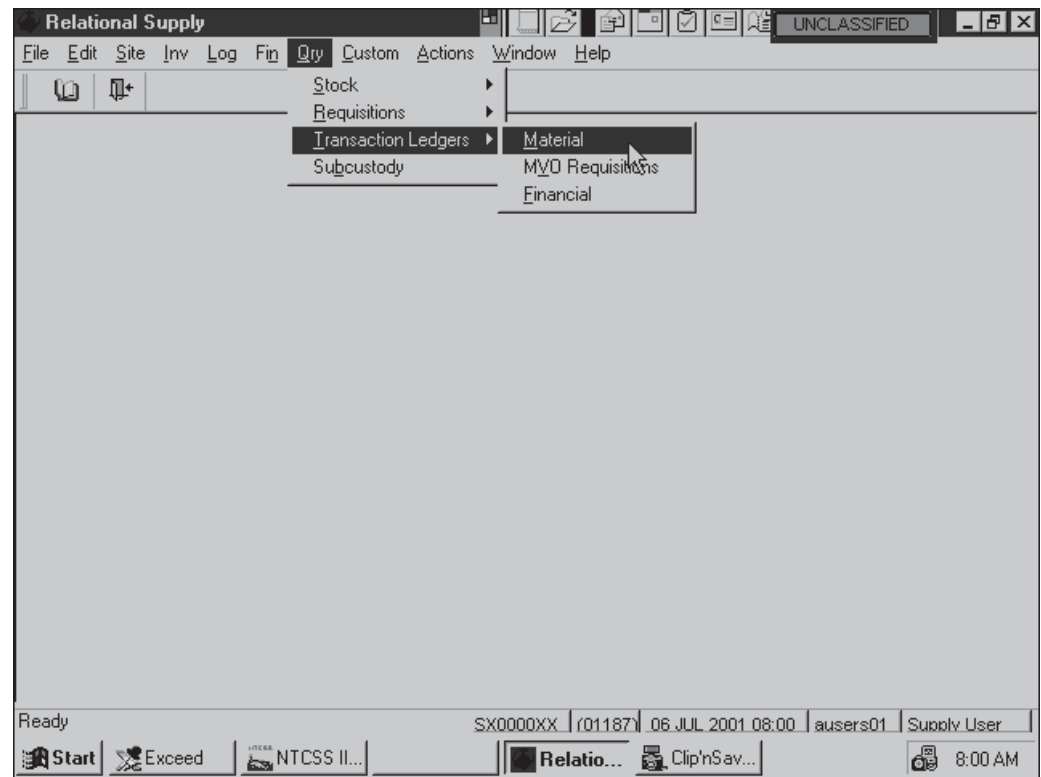
Ready SQ5115CC (99250) 07 SEP 1999 16:44 rsupadm1 Supply Officer

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- (c) **Carcass Shipment.** This option allows you to review data in the following data blocks: shipped document number, response code, and turn-in NSN. Review the shipment date and priority, transshipper, TCN, mode of shipment, and the ship-to data in the Carcass Shipment Group Box.
- (6) **Step 6.** Select another tab from the top of the screen, the New Request Option to review another record, or the Close Screen Option to exit from this process.

## D. TRANSACTION LEDGERS MATERIAL OPTION

1. **General.** This option allows you to review data in the Transaction Ledger Material for a specific item.



*RSpQry35.pcx*

### 2. Material Option.

- a. **General.** The material transaction-ledger process accumulates data on interactive and batch processing transactions that affect stock records. This functions as an audit trail that assists you in conducting research.
- b. **To Process a Material Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Transaction Ledgers Option.
  - (2) **Step 2.** On the Transaction Ledger Submenu, select the Material Option.

Relational Supply UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Transaction Ledger Material Search

Search

NIIN 000193050 ☐ QCOSAL

or

Part Number

Date Range

From: SEP 1996 To: SEP 1999

OK Cancel Help

Date Sort  
☒ Ascend  
☐ Descend

ATC:  
DIE

DLP  
00 0000

Ready SQ5200CX (99250) 07 SEP 1999 16:45 rsupadm1 Supply Officer

qryb918.pcx

- (3) **Step 3.** On the Transaction Ledger Material Search Screen, enter the NIIN or part number you wish to review in the appropriate data blocks in the Search Group Box.
- (4) **Step 4.** Select the Q-COSAL Option if applicable from the same group box.
- (5) **Step 5.** Select the down arrow next to the From and the To data blocks and select the dates that you wish to use as a date range from the calendar that appears. Then, select the OK Option to continue.

Relational Supply - [Transaction Ledger Material] UNCLASSIFIED

File Edit Site Inv Log Fin Qry Custom Actions Window Help

NSN: 5999 - SMIC: 002465870 Part Number: Count: 11 Date Sort: Ascend

Nomen: SHIELDING GASKET,E Cog: 9N MCC: UI: EA ATC: 2

UP: 4.95 NUP: 0.00 Total OH Qty: 23 RO: 19 AMD: 4.3 Stk Due: 0 DIE: 19 Jul 1994

Trans Date	Type	Image
30-Sep-00	Annual Price Chg	4.08\ \
8-Nov-00	Demand Inc	19 \EA\1 \033659116S101\
8-Nov-00	Demand Inc	24 \EA\4 \033659145S101\
8-Nov-00	Demand Inc	30 \EA\1 \033659232S101\
8-Nov-00	Demand Inc	50 \EA\2 \033659174S101\
8-Nov-00	Stk Lvl Chg	\ \9 \
15-Mar-01	Issue	EA\20 \033651074E712\RY \7L\9N\AK1\B\ \ \ 81.60\W\05\ \
18-Mar-01	Issue	EA\3 \033651077E702\RY \7L\9N\AK1\B\ \ \ 12.24\W\05\ \
18-Mar-01	Stk Rqn	N32\S\EA\15 \W\0336510771040 \N\ \C\Q\U\G\9N\EE3\12\ \ \ \ 4.08\

FSC: 5999 SMIC: Nomen: SHIELDING GASKET,E Cog: 9N MCC: UI: EA ATC: 2

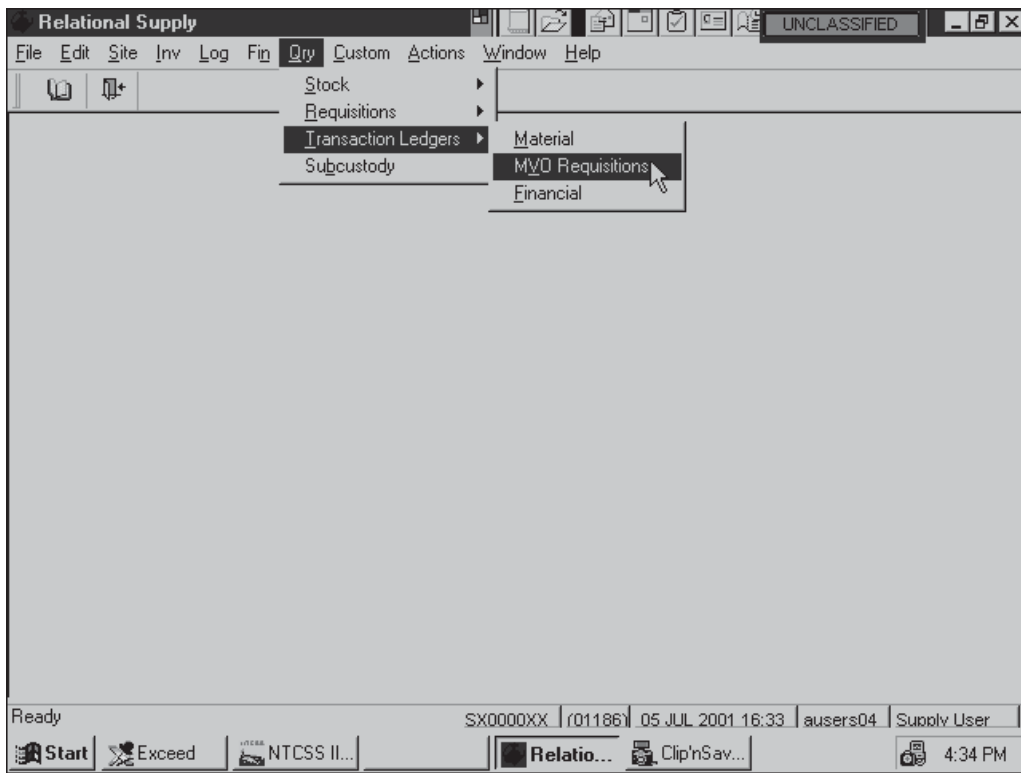
UP: 4.08 NUP: 0.00 Total OH Qty: 0 RO: 19 AMD: 10.4 Stk Due: 19 DLP: 25 MAR 2001

Ready SQ5201CX \r01186\ 05 JUL 2001 16:35 ausers04 Supply User

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- (6) **Step 6.** On the Transaction Ledger Material Query Screen, review data as necessary for the item in question in the following common data blocks: NSN, SMIC, part number, count, nomenclature, Cog, MCC, unit of issue, ATC, UP, NUP, total on-hand quantity, RO, AMD, stock-due quantity, DIE, type, image, and DLP.
  - (7) **Step 7.** Select the Local Printer Option from the Icon Menu Bar to print the data that appears on the screen.
  - (8) **Step 8.** Select the Date Sort Ascending Option or the Date Sort Descending Option to rearrange the types and images that appear on the screen.
  - (9) **Step 9.** Select (double-click) a particular image if you wish to review detailed information.
  - (10) **Step 10.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- c. **Business Rules.** This system creates an audit trail of the transactions that processed successfully through the material application.



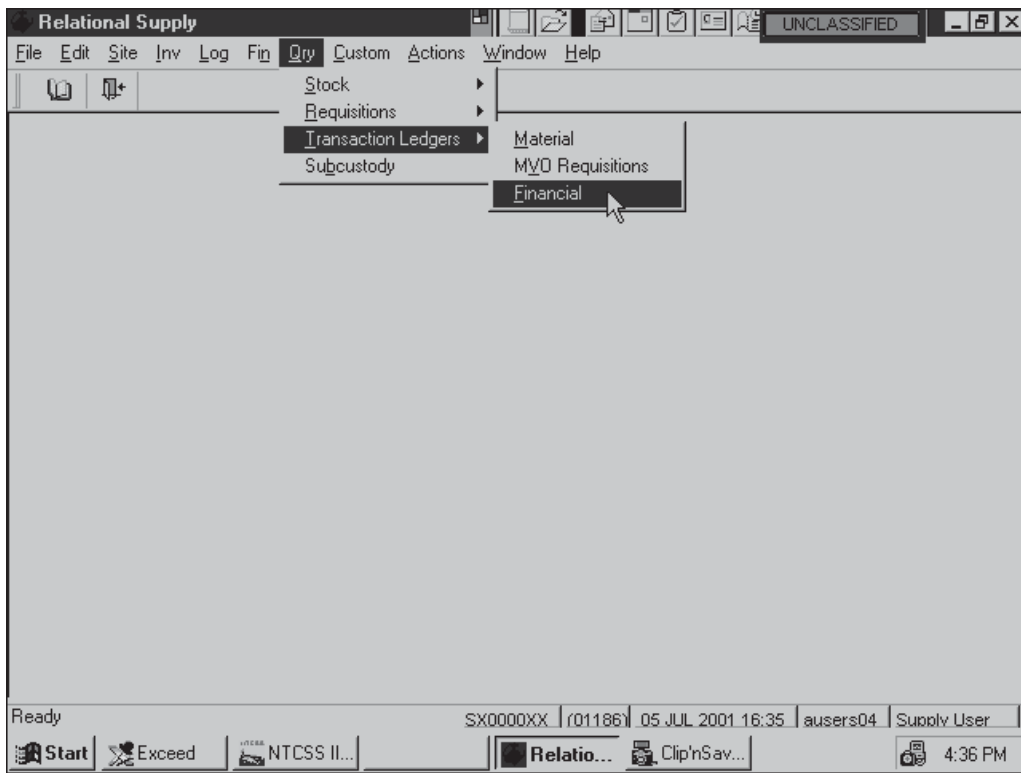
*RSpQry27.pcx*

### 3. MVO Requisitions Option.

- a. **General.** The MVO requisitions transaction-ledger process accumulates data on interactive and batch processing transactions that affect stock records. This functions as an audit trail that assists you in conducting research.
- b. **To Process an MVO Requisition Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Transaction Ledgers Option.
  - (2) **Step 2.** On the Transaction Ledger Submenu, select the MVO Requisition Option.

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- (3) **Step 3.** On the Transaction Ledger MVO Requisition Search Screen, enter the document number (and suffix code, if applicable) for the item you wish to review.
- (4) **Step 4.** Select the down arrow next to the From and the To data blocks and select the dates that you wish to use as a date range from the calendar that appears. Then, select the OK Option to continue.
- (5) **Step 5.** On the Transaction Ledger MVO Requisition Query Screen, review data as necessary for the item in question in the following common data blocks: document number, count, suffix code, type, and image.
- (6) **Step 6.** Select the Local Printer Option from the Icon Menu Bar to print the data that appears on the screen.
- (7) **Step 7.** Select the Date Sort Ascending Option or the Date Sort Descending Option to rearrange the types and images that appear on the screen.
- (8) **Step 8.** Select (double-click) a particular image if you wish to review detailed information.
- (9) **Step 9.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.

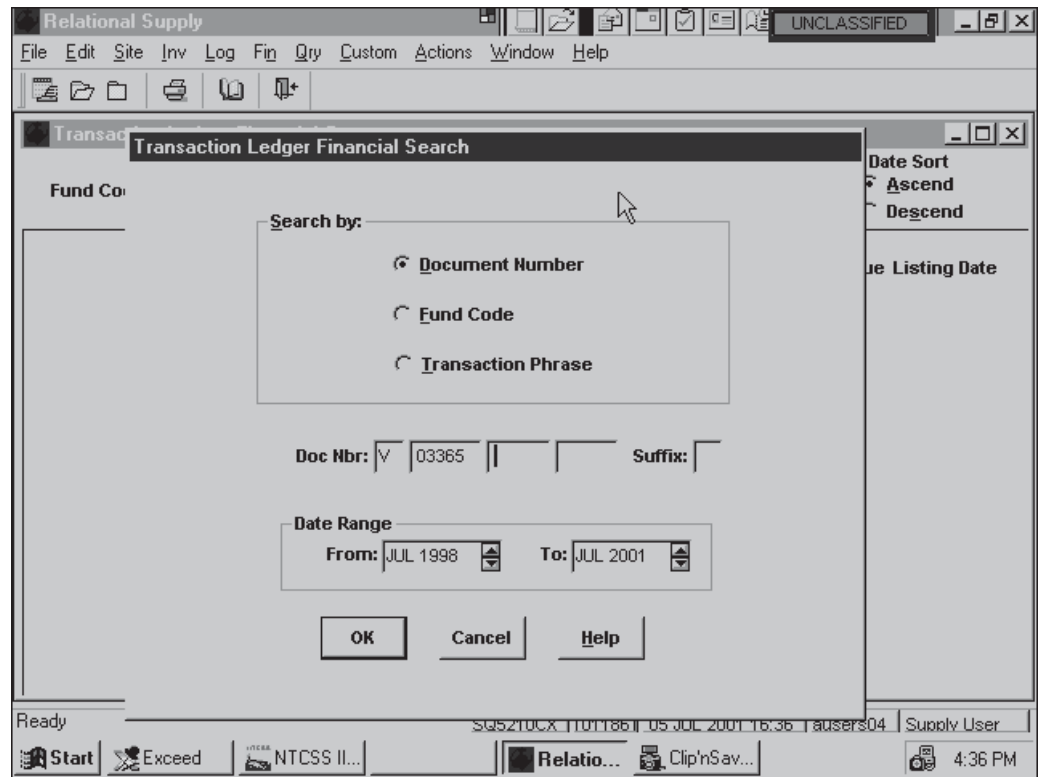


*RSpQry29.pcx*

#### 4. Financial Option.

- a. **General.** The financial transaction-ledger process accumulates data on interactive and batch processing transactions that affect stock records. This functions as an audit trail that assists you in conducting research.
- b. **To Process a Financial Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** On the Query Submenu, select the Transaction Ledgers Option.
  - (2) **Step 2.** On the Transaction Ledger Submenu, select the Financial Option.

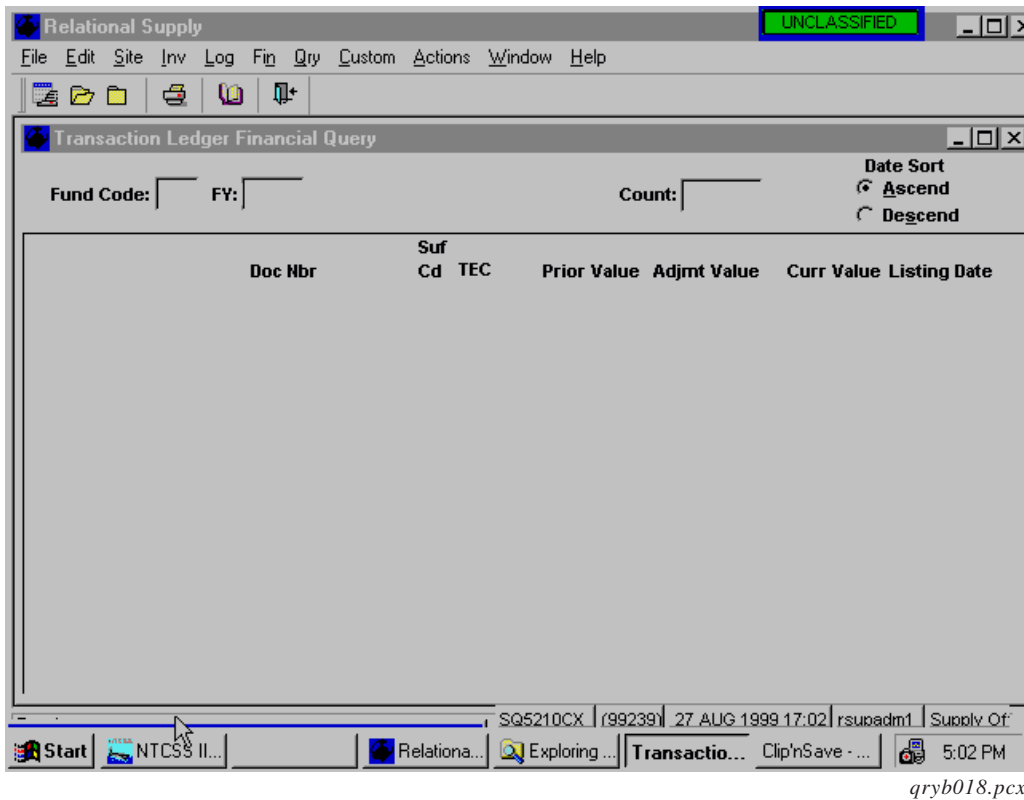




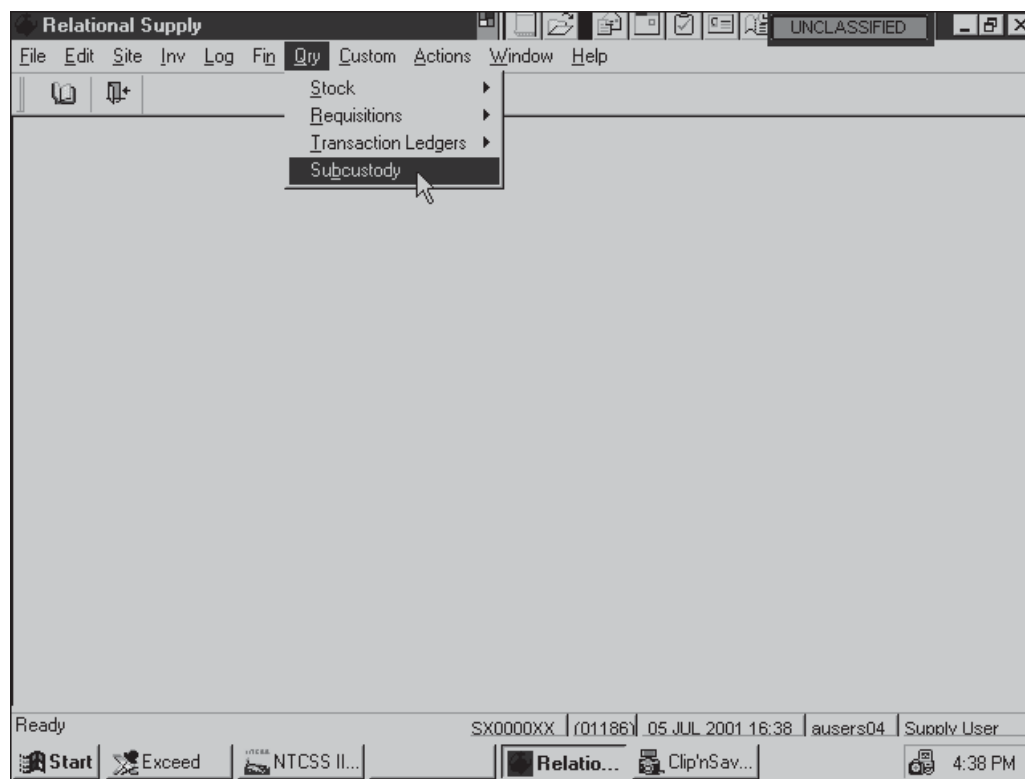
*RSpQry30.pcx*

- (3) **Step 3.** On the Transaction Ledger Financial Search Screen, select one of the following options from the Search By Group Box:
  - (a) **Document Number.** This option allows you to select to search for a transaction by providing the document number.
  - (b) **Fund Code.** This option allows you to select to search for a transaction by providing the fund code.
  - (c) **Transaction Phrase.** This option allows you to select to search for a transaction by providing the transaction phrase.
- (4) **Step 4.** Enter the appropriate information to the proper data blocks for the option you selected in the previous step
- (5) **Step 5.** Select the down arrow next to the From and the To data blocks and select the dates that you wish to use as a date range from the calendar that appears. Then, select the OK Option to continue.

**FOR EXAMPLE:** If you selected the Document Number Option in Step 3, enter the service designator, UIC, Julian date, serial number, and suffix code, if available.



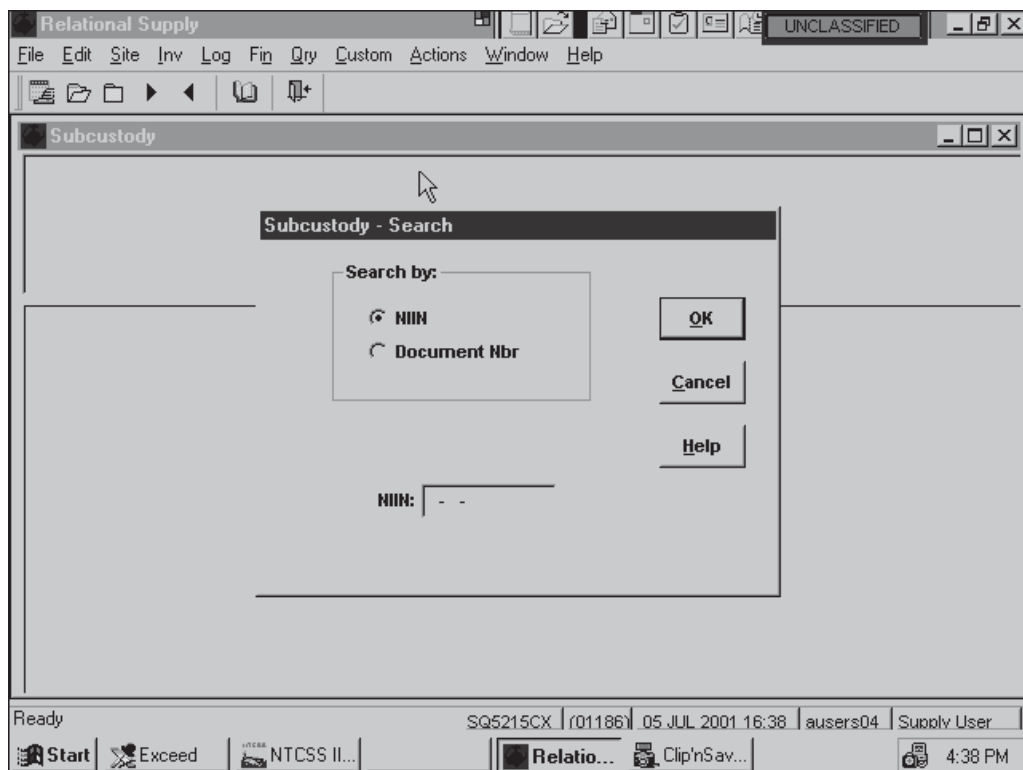
- (6) **Step 6.** On the Transaction Ledger Financial Query Screen, review data as necessary for the item in question in the following common data blocks: document number, fund code, transaction definition, count, fiscal year, type, service designator, suffix code, prior value, adjustment value, current value, and listing date.
  - (7) **Step 7.** Select the Local Printer Option from the Icon Menu Bar to print the data that appears on the screen.
  - (8) **Step 8.** Select the Date Sort Ascending Option or the Date Sort Descending Option to rearrange the types that appear on the screen.
  - (9) **Step 9.** Select (double-click) a particular image if you wish to review detailed information.
  - (10) **Step 10.** Select the New Request Option to process another record or the Close Screen Option to exit from this process.
- c. **Business Rules.** The system creates an audit trail of the transactions that processed successfully through the financial application.



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## 5. Subcustody Option.

- a. **General.** This option allows you to review specific subcustody records.
- b. **To Process a Subcustody Query.** The step-by-step procedures for this process are as follows:
  - (1) **Step 1.** Select the *Subcustody* Option from the Query Submenu.



RSpQry33.pcx

- (2) **Step 2.** Select one of the following *options* from the Subcustody – Search Screen:
  - (a) **NIIN.** Select this option to search for a particular item by providing the NIIN.
  - (b) **Document Number.** Select this option to search for a particular item by providing the document number.
- (3) **Step 3.** Enter the appropriate *information* to the proper data blocks for the option you selected in the previous step.
- (4) **Step 4.** Review the *information* that appears on the Subcustody Query Screen.
- (5) **Step 5.** Select the *New Request* Option (icon) from the Icon Menu Bar to process another query or the *Close Screen* Option (icon) to exit from this process.

**NOTE:** The Subcustody Screen is for review only; no entries or modifications are necessary.

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